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ABSTRACT

This document is intended for use by adult job seekers and their employment counselors. It provides names and addresses for more than 1,200 journals that regularly carry ads announcing job and career vacancies. The journals are listed in alphabetical order. An extensive index links 138 occupations to appropriate periodicals. Other information in the document includes tips on how to read classified ads, how to respond to help wanted ads, how to write a situation wanted ad, and how to complete an application blank. Seven sample application blanks are included. A selected bibliography lists 74 books on job hunting and future trends, especially in advanced technology, as well as 14 newsletters, and 7 additional magazines. (CML)

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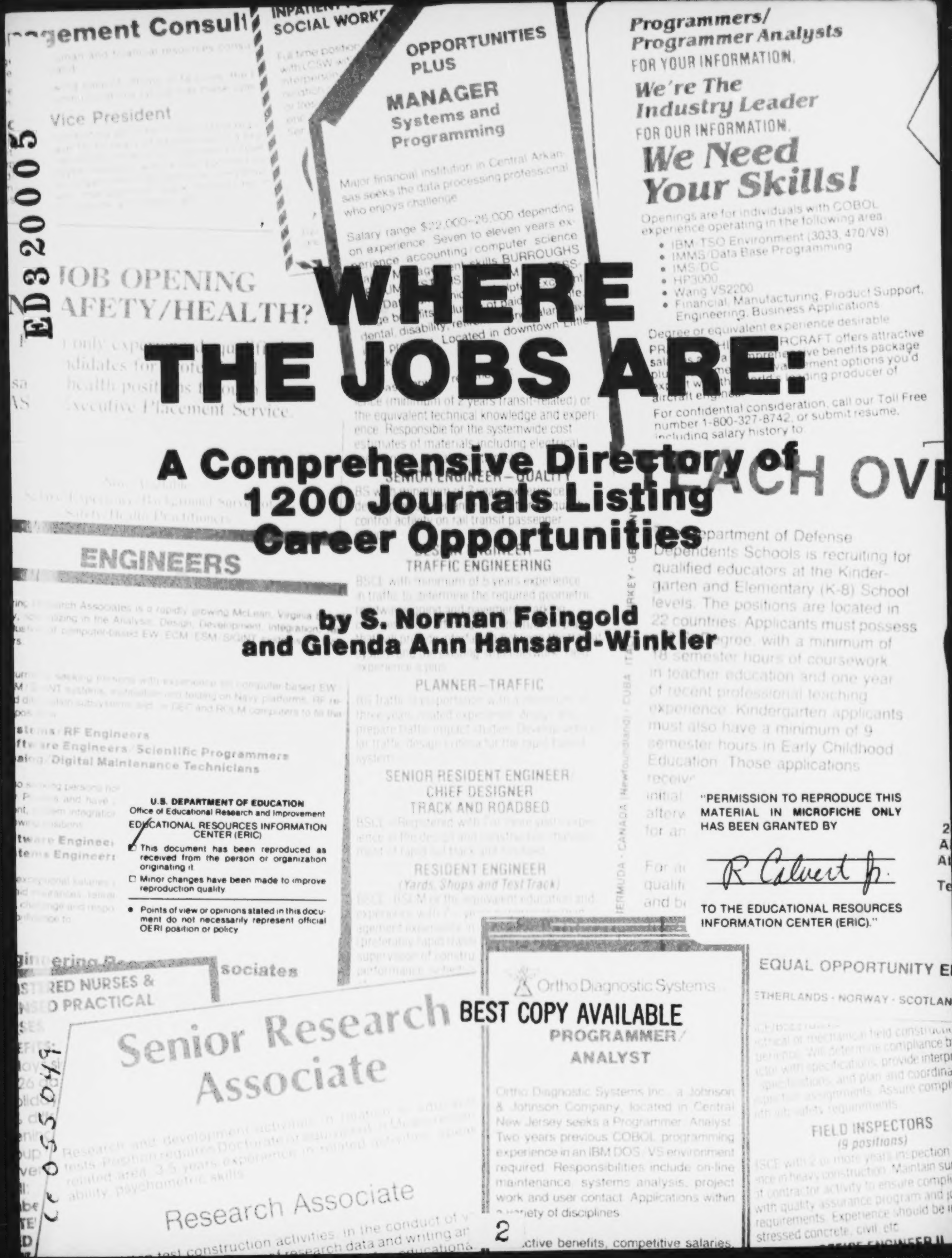
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PLANNER—TRAFFIC
SENIOR RESIDENT ENGINEER/ CHIEF DESIGNER TRACK AND ROADBED
RESIDENT ENGINEER
(Yards, Shops and Test Track)
REGISTERED NURSES &
LICENSED PRACTICAL
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Research Associate
Ortho Diagnostic Systems
PROGRAMMER/ ANALYST
EQUAL OPPORTUNITY E
NETHERLANDS · NORWAY · SCOTLAN
FIELD INSPECTORS
(9 positions)

WHERE THE JOBS ARE:

A Comprehensive Directory of 1200 Journals Listing Career Opportunities

by S. Norman Feingold
and Glenda Ann Hansard-Winkler

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WHERE THE JOBS ARE: A COMPREHENSIVE DIRECTORY OF 1200 JOURNALS LISTING CAREER OPPORTUNITIES

by

S. Norman Feingold
and Glenda Ann Hansard-Winkler

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DEDICATION

This book is dedicated to
Aida Salit Feingold
and
H. Orval Hansard
Our respective mother and father

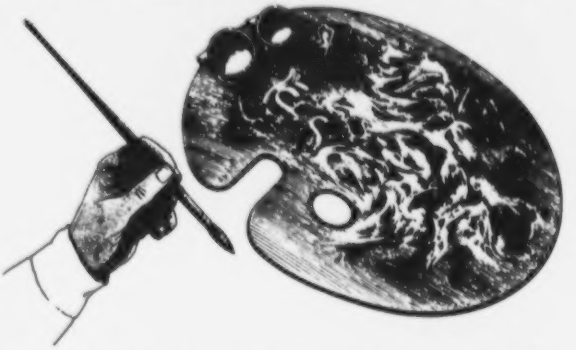
INTRODUCTION

A young artist was launched on his career as a cartoonist in 1923 when he answered the following ad in the *Kansas City Star*.

> Wanted Artist. First class man wanted. Steady.
> Kansas City Slide Co., 1015 Central.

In 1958 he received an award from the Association of Newspaper Classified Advertising Managers presented to a prominent person whose career was influenced by an ad. His name, which was by then a household word, was Walt Disney.

Richard Warren Sears set up a full time mail order business in Chicago in 1887 called the R.W. Sears Watch Company. A month after he and his prospering business arrived in the Windy City, Sears placed a classified news advertisement for a watch repairman. A slender young man from Indiana applied! Alvah Curtis Roebuck followed up on the promised opportunity and the Sears and Roebuck partnership thrived.



"Positions Open" ads in periodicals may not always lead to the presidency of major corporations but statistics show that a significant number of job seekers locate their positions by reviewing vacancy notices and applying for their jobs. Yet, very little has been written about the role of classified ads in the job campaign and this book, and its earlier edition *900,000 Plus Jobs Annually: Published Sources of Employment Listings*, seek to fill a major void in the literature of job search.

Where the Jobs Are lists over 1,200 journals which regularly carry ads announcing job and career vacancies. The authors estimate that these journals list at least 2.7 million open positions each year. Thanks to "Sunshine Laws" which mandate complete and full disclosure of job opportunities (so that all persons may apply regardless of race, sex, religion, handicap, or national origin) more and more vacant positions are likely to be listed in classified ads in the future.

Perhaps the best illustration of the impact of "Sunshine Laws" is seen in the *Chronicle of Higher Education*, a journal with extensive readership among college and university administrators and faculty members. When the journal began, in the 1960s, it listed only a few jobs each issue. Twenty or more years later, almost half of its pages are devoted to classified and display ads listing jobs from entry level instructors or junior librarians to deans, provosts, or heads of university systems.

Where the Jobs Are provides both a comprehensive listing of journals, in alphabetical order, and an extensive index to enable job seekers and their employment counselors to quickly identify sources listing open jobs in various fields. The list includes some journals from other countries, included because they are both an important resource for the job seeker as well as the fact that they are often found in libraries in this country.

CHAPTER ONE

THE ROLE OF CLASSIFIED ADS

While the job search process can be rigorous, exploring want ads can be fun. It opens up an entirely new vista of job and career opportunities in your own back yard or in far distant places. You don't have to leave your home until the job is yours. The cost to you is relatively small. This book suggests how you can obtain the job you want through want ads—regardless of your area of interest or level of job skill.

Finding appropriate want ad sources in your career area on your own can be a difficult task. This book helps you as the authors have reviewed, and organized to assist you, more than 1,200 publications in thousands of career areas. There is also an occupational index for using them most effectively. Varied and numerous as these magazines and journals are, they represent only a fraction of the huge number of special publications in circulation. In fact, if you have had professional or trade training in a given area, you probably are already familiar with some of the related trade journals. You can discover others by asking colleagues and friends in the business or profession. A druggist, for example, can tell you what trade publications he or she receives, and perhaps lend you copies. Hairdressers, lawyers, doctors, businessmen, and engineers can do the same. There are also specialized business libraries in some communities. These libraries subscribe to many trade journals.

Trade and professional associations can also give you information about special publications in this area. Some publish job registers and bulletins which contain little other information besides employment opportunities. Organizational branches and local groups in your city may be listed in the yellow pages under "associations" and "societies."

Armed with the names of special publications of interest, the next step may be to go to the library in your area that has the largest collection of periodicals. If your job interest is in a professional area, there may be a special library such as a medical library, or an education library with a wider range of publications in your field. You may wish to visit several libraries. Most colleges and universities have special libraries which you may be permitted to use. On the shelves of the periodical room you can quickly examine each magazine and discover those which are of interest. Not all of those which relate to your interest will carry want ads, but many will. Most periodicals which carry ads, place them in the back two or three pages.

Your library will probably have the *Readers' Guide to Periodical Literature* and other indexes such as *Ulrich's International Periodicals Directory, Standard Periodical Directory, Business Periodicals Index, Environmental Index, Biological and Agricultural Index, Engineering Index*, etc., to assist you in locating other magazines. Most libraries publish a list of periodicals to which they subscribe or have on file. Ask for it, it can simplify your periodicals search. If the library does not receive the publications important to your future directions, ask the librarian about acquiring these from another library on an inter-library loan. To assist you, the address of many publishers are included in Chapter Four.

Once you have located the want ads in your special area, use the suggestions described in the following pages to make contact with your future employer.

The Magazine Survey

The list of trade and professional magazines and publications which appears in Chapter Four was developed through an exhaustive survey of periodicals at the Library of Congress and other libraries in the Washington, D.C. area, including the Department of Education; the Department of Health and Human Services; the Department of Labor; the Department of Commerce; the Department of Interior; the Department of Agriculture; the American Society of Association Executives; the Federal Communications Commission; the American Trucking Association; the National Housing Center; the National Science Foundation; the American Association of Railroads; the National Education Association; the National Aeronautics and Space Administration; the National Geographic Society; the American University; the Conservation Foundation; the National Aviation Club; George Washington University; the Arlington Virginia Public Library; and the Martin Luther King Library of the District of Columbia.

This listing, although thorough, is certainly not a complete listing of all possible publications. Accept the challenge of job-seeking through the want ads, be creative as you peruse, and review the follow-up strategies described later in this book.

The list is intended to suggest the scope of magazines available and to suggest a method of approach whereby the job seeker may find the latest up-to-date information. Titles and publishers' addresses are as up-to-date as possible. While the specific ads, on which the job description key is based, may have long been filled, the most recent issue should contain a fairly similar assortment of new jobs and careers.

You will notice an abundance of periodicals in certain areas—such as engineering, medicine, and library science. There are very few in sociology, ship building, commercial fishing, fine arts or crafts. There are at least two reasons for these gaps. First, there are many professional and scholarly journals in fields such as sociology, biological research and education, but very few of them carry want ads or run an employment information column. Some professional organizations such as the American Psychological Association and the American Association for Counseling and Development publish special employment bulletins but usually don't run want ads in professional journals. Certain fields such as materials handling, and the vending machine industry, beauty culture, and commercial fishing, for example, have relatively very few publications. Cosmetologists, artists, and craftsmen who sell not only their skill but their current following of clients frequently find jobs through a direct personal contact. There tend to be a large number of publications in the printing and publishing business, in engineering, and in textiles. Keep in mind that the number of publications in a given area bears no direct relationship to the number of overall opportunities existing in a field. The list in Chapter Four reflects only those areas which have publications which do contain want ads.

It also should be noted that in certain fields which advertise heavily in daily newspapers, such as secretarial and clerical work and data processing specialists, we find relatively few publications. Therefore, for some types of work, newspaper want ads are a better source of employment leads.

State and local publications in a particular industrial or career area may also be a fruitful source of job leads, but due to their number we have included only a few. State and local medical associations and other paramedical associations nearly always contain a good selection of job opportunities. State education journals, however, contain relatively few ads for teachers. They occasionally run ads from businesses or industries which would like to hire teachers for other opportunities, such as for school relations directors, tour directors, or camp directors. They are a good source for teachers who wish to leave teaching while still utilizing their professional background and training.

In surveying periodicals, only the help wanted ads were considered. They form the basis of the career description keys. Most publications carrying help wanted ads, however, also list situation wanted ads. Information about the advertising rates or a source of that information is generally included in each publication.

CHAPTER TWO

HOW TO READ "HELP WANTED" ADS

Classified ads can help in a number of ways. First, and most obvious, they include job openings which may be of special interest to you. But, they also are an important source of general career information. By careful reading, you may determine the general range of salaries, working conditions, and requirements for positions in areas of interest. An analysis of the types of jobs advertised helps orient the job candidate to a sense of the supply and demand in various fields. In the field of higher education, for example, it doesn't take too much study of the ads to learn that the number of vacancies for teachers in engineering, business, and science greatly exceeds the listed positions in English, history, and sociology. Similarly, a high percentage of the administrative vacancies for young people are going to be as admissions office assistants or residence halls counselors.

Here are some of the questions which a study of job vacancy ads may help answer:

What types of work in your field seem to be the most advertised?

Are there particular levels of experience which seem to be the most in demand? For example, many school systems now prefer to hire teachers with only a few years experience as they may pay them less than persons with extensive teaching experience. By contrast, most employers of computer programmers like to hire persons with considerable on-the-job work background.

What specific requirements do employers specify as pre-employment qualifications? This may include specific levels of education or licensing.

Are the jobs in your field geographically concentrated or available all over the country? College teachers, for example, are hired in all states and in a variety of urban-rural settings. By contrast, advertising agency executives find their best chances in such metropolitan areas as New York and Chicago.

What documentary evidence of skill or achievement do employers seek? Prospective commercial artists or professional writers are generally asked to bring along a portfolio or file of their past drawings or writings as the best way to demonstrate their job skills.

By studying ads you may also identify organizations which might represent good contacts for your job campaign—even if the jobs currently being advertised are of no interest to you. Sometimes, organizations stress ads for jobs which are particularly hard to fill and assume that many of its other positions will be filled by direct applications. Classified ads cost hundreds of dollars so often, hard to fill jobs are the only ones advertised.

By studying ads, you may also identify employment services which appear to work with employers or jobs which are of most interest to you.

Don't be afraid to check back issues of journals in your field to identify names of employers who may have jobs and careers of interest to you. They may not advertise each time a vacancy occurs, but rely on applications already on file or those which naturally come to them. So, applying to them (when they don't have a current ad) may be a way of showing your special interest.

Organization of Ads

The first step in using a periodicals with job ads is to understand its method of organization. The organization often looks like this:

Situations Wanted (ads by persons seeking jobs)
Help Wanted (may be called "Job Vacancies" in some)
Help Wanted Ads—Agencies (lists ads placed by employment agencies)

Some periodicals breakdown ads by the type of employer (business, government, education, etc.). Still others may list temporary or short-term jobs in one section and full-time career positions in another.

Take a few minutes to review the information which introduces the classified advertising to learn how a particular journal organizes its sections.

Equally important is how ads are run within sections. Are those which were listed first, displayed first? Or is the first word of the ad used in an alphabetical listing? If the ads are arranged by the first words, take care not to place undue reliance on them. For example, if you are looking for a position as a bank trainee, suitable openings may be listed under "bank, banking, trainee, management trainee" or any one of a number of places and you should check them all. The best plan is to skim to ads looking for opening lines of ads which may interest you.

The Vocabulary of Classified Ads

You will make better use of the classified advertising sections if you understand the terminology used. Here are some examples:

> **Blind ads.** These ads don't mention the name of the employer and refer candidates to a post office box number. In most cases, these are legitimate vacancies—the employer merely wants to avoid the need to respond to applications which are of little or no interest. The candidate never learns the name of the employer—unless, of course, he or she is one of those picked by the employer for further contact.
>
> Sometimes employers use blind ads because they want to keep their hiring a secret from competitors. A major expansion, hiring persons with overseas expertise, or

recruiting specialists in a highly technical area might tip off competitors about future trends.

Occasionally a firm will run a blind ad just to try to see if its current employees are unhappy and looking for something else. Employment agencies may run blind ads hoping to attract some quality candidates to use in advancing their own activities.

"Our own employees have been notified about this ad" is a phrase often included in blind ads. This is done to avoid applicants replying to their current employer about a job—which could prove highly embarrassing. So, the employer posts a copy of the ad it plans to run and avoids the problem and, in the process, encourages readers of the journal to apply.

"Fee paid by employer" This is used by employment agencies to indicate that if a position is taken as a result of answering the ad it placed its commission will be paid by the employing organization—not the applicant.

Code numbers. Some ads contain a code number or ask that candidates apply to a box number too complex that it must contain a code. The codes are used by employers to evaluate advertising media although some large organizations may also use code numbers to help them identify the job for which you are applying.

"No agencies, please" This phrase is used by employers to indicate that they want to deal directly with candidates and will not accept referrals from employment agencies. Or, the employer does not want to get locked into any type of exclusive arrangement with an agency.

Names of personnel contact. Few ads will list the name of the person to whom a reply should be sent. If the position is of particular interest to you, perhaps a phone call may reveal the name and title of the key person and a letter addressed to that person by name might get a bit more attention.

"No resume required." This is used in generally screening ads, where candidates are particularly desired. It means simply: "please apply even though you haven't got time to submit a resume." The preliminary application is generally done via a brief built in with the ad.

"Send salary history" The employer may be overconcerned with hiring at a minimum salary—but don't prejudge the organization. This is hard to handle—you might respond that "opportunity is more important than starting salary" or cite a range of salaries acceptable to you.

Classified ads often contain abbreviations, so the reader needs to be aware of the shorthand language used to keep the employer's cost to a minimum. Review the following brief survey of the less technical but frequently used abbreviations in help wanted descriptions. Of course, when the more technical terms of your special endeavor are abbreviated, you will already have a good understanding of their significance.

Common Help-Wanted Abbreviations

adv.	advancement
appt.	appointment
avail.	available
bet.	between
bldg.	building
cert.	certified/certificate
cntr.	counter
comm.	commission
drvs.	drivers
eeo.	equal opportunity employer
engr.	engineers
est.	established
equip.	equipment
exc.	excellent
exex.	executive
ft.	full time
exp., exper.	experience/d
immed.	immediately
incl.	included/inclusive
lab.	laboratory
lic.	license/d
mech.	mechanic/ally
m/f	male or female
mfg.	manufacturing
mfr.	manufacturer
mgr.	manager
nat'l.	national
nec.	necessary
off.	office
opp./oppty	opportunity
pt.	part time
pos.	position
pref.	preferred
qual.	qualified
quals.	qualifications
refs.	references
req.	required
sal.	salary
secy.	secretary
serv.	service
strt.	start
trnees.	trainees

CHAPTER THREE
RESPONDING TO HELP WANTED ADS

There is a science to using classified ads in your job campaign and that includes responding. Ads frequently attract dozens or hundreds of responses and a careful reply is needed if your qualifications are to attract the attention they deserve.

Here are some suggestions which may help.

Respond to All Interesting Ads

It is often hard to tell about exact job duties from a brief ad so that a good general principle is to answer all ads which interest you even if you may not have all the qualifications cited in the ad or the position isn't quite what you had in mind. Job duties may change, depending upon the person hired and often candidates who apply for one position may be referred to another more appropriate to their qualifications. Most positions are capable of being reorganized depending upon the strengths and interests of the person hired. One authority states that a high percentage of employers don't really know what the job requires (most of them have never worked at it.)

Most ads summarize qualifications for the "ideal candidate" and there are usually too few of those around. And employers can only hire from those who respond to the ad. Sometimes a person, who lacks experience, has enough ability to learn to lead to a job offer.

You have nothing to lose by responding to an ad and it might lead to a useful contact or even a job offer.

Adjust Your Response to the Ad

Read ads carefully to discover the type of person wanted. Does the ad stress creativity, self-motivation, energy, or being well organized? If so, highlight your qualifications and record in those areas.

Look through the ad for clues which will help with your response. You might begin your reply by repeating the qualifications desired and then document your background and abilities in those areas. You might say, "Your advertisement for a merchandising trainee was of special interest because of my training and experience in that area." Then, follow this up by listing your education and related work experience. If you haven't had work experience in the job you might cite school and community activities which helped provide useful background for the job.

You may have to boast a bit about yourself in the letter but the key is to present accurate information closely related to the job summarized in the ad. Your response should obviously reflect the fact that you understand the field in which the employer works and you are ready to enter it as a productive member of a team.

Your qualifications will obviously be stronger if you can cite specific achievements related to the kind of work done by the employer.

Write a Good Cover Letter

Too often the cover letter is done hurriedly on the grounds that the resume is the key employment document. Nothing can be further from the truth when it comes to responding to want ads. Employers use the letter, particularly the first paragraphs as a quick summary of the candidate and those who say little which interests the employer in those opening lines will find their applications tossed in the waste basket.

Your letter should carefully identify the job for which you are applying and indicate why you are especially interested. It should highlight your abilities and tell why your candidacy should stand out from the other responses.

If the ad listed the name of the employer, then some research on the organization may be of great help. If the employer feels that you are really interested in his or her organization, then your letter and resume will get a much more thorough reading. Look through annual reports, talk to employees or customers of the firm, or use your general knowledge of the organization to highlight your special interest in it.

Your letter should be typed on white, 8½ x 11 inch paper. The maximum length is two pages and one is often better. You are being judged on how well you communicate as well as your qualifications. So make sure that the letter contains no typos or errors of grammar or spelling. Only apply to as many jobs as you can without lowering your standards.

Be sure to address the letter exactly as specified in the ad. However, if you can obtain the name of the recruiting officer along with that person's title this little bit of extra effort on your part may make your response a bit more distinctive. The name of the person handling applications may usually be obtained by calling the company's switchboard or the personnel office secretary.

Slant Your Resume

Your resume should be tailored to each job application, or at least a version appropriate to each application should be sent. When replying to classified ads, you will need far more custom designed resumes than when you are applying to a group of employers with similar positions and needs.

As you study the ad, note the specific requirements and experiences and adjust your basic resume to highlight your background in those areas. Cite specific examples of the kinds of work you have done which required the skills listed in the ad.

Salary Considerations

As cited earlier, ads often ask you to state the salary at which you would be available. Your best strategy, in all phases of the job search, is to get the employer to mention a specific salary or range before you react. Instead of citing your salary with your last employer, or if you have not worked at a full-time job before, you might say something like "I understand the going range for jobs of this sort is $25,000 to $30,000". But it never hurts to emphasize that opportunity for long-range growth and the chance to prove your abilities is more important than the immediate money.

Keep Track of Ads and Your Responses

It is perfectly obvious that you should keep a complete file of all correspondence dealing with an employment campaign. Yet, often people forget to save the ads which led them to contact an organization in the first place.

If you get to the interview stage with an employer you are going to want to know as much as possible about what the employer is looking for and sometimes your only source is going to come from reading and rereading the ads—so staple the ad next to the carbon copy of your letter of application.

When to Reply

Many ads attract a rash of replies and your letter may get less attention when it arrives with a bundle of other applications, so the issue of when to reply to classified ads is always important. Do you respond in the first wave, when the employer may get 20 to 30 letters or more on one day? Or do you wait until the initial rush has subsided hoping to get more attention? But, by that time, the employer may already have a favorite candidate or candidates?

The best strategy may be to take extraordinary steps to respond quickly, hopefully the very day the magazine with the ad is released to the public. That way your reply may be among the first, hopefully before big batches of letters arrive.

Followup

If you know the employer, it often helps to place a followup call a week or ten days after your letter is mailed, if you still haven't heard from the employer. A brief call can emphasize your interest and show that you really care about the job. Be sure to express your special interest in the job, offer to provide any additional information which may be helpful, and thank the employer for considering your application.

CHAPTER FOUR

DIRECTORY OF MAGAZINES, TRADE JOURNALS, AND PERIODICALS

This chapter presents a comprehensive listing of periodicals which are frequently found in libraries in this country and generally run employment want ads.

The list is alphabetical and the number in front of each entry is used in the occupational index which appears in Chapter Five. Where a magazine uses capital letters to begin its title, such as in the *AAPG Bulletin* these appear at the beginning of the appropriate letter of the alphabet, in much the same way that these names are placed in telephone books.

1. *AAPG Bulletin*
American Association of Petroleum Geologists
1444 South Boulder Avenue
P.O. Box 979
Tulsa, Oklahoma 74101

2. *ABA Journal*
American Bar Association
750 North Lake Shore Drive
Chicago, Illinois 60611

3. *ACJS Today*
Academy of Criminal Justice Sciences
Northern Kentucky University
402 Nunn Hall
Highland Heights, Kentucky 41076

4. *ACSM Bulletin*
American Congress of Surveying and Mapping
210 Little Falls Street
Falls Church, Virginia 22046

5. *AEG Newsletter*
Association of Engineering Geologists
62 King Phillip Road
Sudbury, Massachusetts 01776-2363

6. *AFA WatchBird, The*
American Federation of Aviculture
2208-A Artesia Boulevard
Redono Beach, California 90278

7. *AGA Monthly*
American Gas Association
1515 Wilson Boulevard
Arlington, Virginia 22209

8. *AHEA Action*
American Home Economics Association
2010 Massachusetts Avenue, NW
Washington, D.C. 20036

9. *AI Magazine*
American Association of Artificial Intelligence
445 Burgess Drive
Menlo Park, California 94025-3496

10. *AICS Compass*
Association of Independent Colleges and Schools
One Dupont Circle NW, Suite 350
Washington, D.C. 20036

11. *AJCL Newsleter*
Association of Jewish Libraries
Boesky Library
Jewish Theological Seminary of America
3080 Broadway
New York, New York 10027

12. *AJN—American Journal of Nursing*
555 West 57th Street
New York, New York 10019

13. *AJR*
American Journal of Roentgenology
428 East Preston Street
Baltimore, Maryland 21202

14. *AOPA Pilot, The*
Aircraft Owners & Pilots Association
421 Aviation Way
Frederick, Maryland 21701

15. *AORN Journal*
Association of Operating Nurses, Inc.
10170 East Mississippi Avenue
Denver, Colorado 80231

16. *APA Monitor, The*
American Psychological Association
1200 17th Street, NW
Washington, D.C. 20036

17. *APPA*
Association of Physical Plant
Administration of Colleges &
Universities
1446 Duke Street
Alexandria, Virginia 22314-3492

18. *APWA Reporter*
Magazine of American Public Works
Association
1313 East 60th Street
Chicago, Illinois 60637

19. *ARCA News*
American Rehabilitation Counseling
Association
Louisiana State University Medical Center
100 South Derbieny Street
New Orleans, Louisiana 70112

20. *ASHA*
American Speech, Language and
Hearing Association
1081 Rockville Pike
Rockville, Maryland 20852

21. *ASHRAE Journal*
American Society of Heating,
Refrigerating, and Air Conditioning
Engineers
1791 Tullie Circle, NE
Atlanta, Georgia 30329

22. *ASM NEWS*
American Society for Microbiology
1913 Eye Street, NW
Washington, D.C. 20006

23. *AV Video*
Montage Publishing, Inc.
25550 Hawthorne Boulevard
Suite 314
Torrence, California 90505

24. *AWP Newsletter*
Association for Women in Psychology
c/o Nancy Coleman
246 Tappan Street
Brookline, Massachusetts 02146

25. *ACCESS 87*
The Magazine for Wang System Users
P.O. Box 1534
Neptune, New Jersey 07754

26. *Accountancy: The Journal of the Institute of Chartered Accountants in England and Wales*
40 Bernard Street
London, EC1M 7AB, England

27. *Accountant, The*
151 Strand
London, WC2R 1JJ, England

28. *Accountants Journal, The*
Willbank House
57 Willis Street
P.O. Box 11342
Wellington 1, New Zealand

29. *Accounting Review, The*
American Accounting Association
5717 Bessie Drive
Sarasota, Florida 33583

30. *Ad Week*
49 East 21st Street
New York, New York 10010

31. *Adhesives Age*
6285 Barfield Road
Atlanta, Georgia 30328

32. *Admissions Marketing Report*
National Newsletter of Admissions Marketing
3300 Buckeye Road
Suite 641
Atlanta, Georgia 30341

33. *Adult Education Clearinghouse Newsletter*
Center for Continuing Education
Montclair State College
Upper Montclair, New Jersey 07009

34. *Adult and Continuing Education Today*
Learning Resources Consultants
6308 Crathie Lane
Bethesda, Maryland 20816

35. *Advanced Ceramic Materials*
757 Brooksedge Plaza Drive
Westerville, Ohio 43081-6136

36. *Advance Job Listings*
P.O. Box 900
New York, New York 10020

37. *Advanced Materials and Processes*
Published by ASM
Metals Park, Ohio 44073

38. *Adventure Travel*
CBS News
1515 Broadway
New York, New York 10036

39. *Advertising Age: The International Newspaper of Marketing*
740 Rush Street
Chicago, Illinois 60611

40. *Advocate for Education of the Deaf*
814 Thayer Avenue
Silver Spring, Maryland 20910-4589

41. *Aersol Age*
Industry Publications
389 Passaic Avenue
Fairfield, New York 07006

42. *Aeronautical Journal, The*
4 Hamilton Place
London, W1V 0BQ, England

43. *Aerospace*
The Royal Aeronautical Society
4 Hamilton Place
London, W1V 0BQ, England

44. *Affirmative Action Register*
8356 Olive Boulevard
St. Louis, Missouri 63132

45. *Agricultural Engineering*
2950 Niles Road
St. Joseph, Michigan 48084

46. *Air Jobs Digest*
World Air Data
P.O. Box 70127
Washington, D.C. 20088

47. *Air Force Times*
Times Journal
6883 Commercial Drive
Springfield, Virginia 22159

48. *Airline Pilot*
535 Herndon Parkway
P.O. Box 1169
Herndon, Virginia 22070

49. *Airport Press*
161-15 Rockaway Boulevard
Jamaica, New York 11434

50. *Airline Executive*
6255 Barfield Road
Atlanta, Georgia 30328

51. *Airport Services Management*
505 9th Street
Minneapolis, Minnesota 55402

52. *Air Progress Aviation Review*
7950 Deering Avenue
Canoga Park, California 91304

53. *Air Transport World*
1100 Superior Avenue
Cleveland, Ohio 44114

54. *Alabama Lawyer*
P.O. Box 4156
Montgomery, Alabama 36101

55. *Alaska*
Alaska State Department of Natural Resources
Division of Geology and Geophysics
College, Alaska 99701

56. *Alarm Installer and Dealer, The Security Magazine*
28720 Canwood Street
Suite 202
Agoura Hills, California 91301

57. *Alaska Journal of Commerce*
P.O. Box 99007
Anchorage, Alaska 99509

58. *Alcoholism and Addiction*
P.O. Box 899
Farmingdale, New York 11737

59. *Alcoholism, Clinical and Experimental Research*
428 East Preston Street
Baltimore, Maryland 21202

60. *American Alliance Update*
900 Association Drive
Reston, Virginia 22091

61. *American Annuls of the Deaf*
800 Florida Avenue, NE
Washington, D.C. 20002

62. *American Artist*
1515 Broadway
New York, New York 10036

63. *American Association of Homes for the Aging*
1129 20th Street, NW
Suite 400
Washington, D.C. 20036

64. *American Association for Marriage Therapy Journal*
1717 K Street, NW #407
Washington, D.C. 20006

65. *American Automatic Merchandiser*
P.O. Box 6310
Deluth, Minnesota 55806

66. *American Banker*
1 State Street Plaza
New York, New York 10004

67. *American Bee Journal*
51 South 2nd Street
Hamilton, Illinois 62341

68. *American Bicyclist and Motorcyclist*
80 8th Avenue
New York, New York 10011

69. *American Biology Teacher*
11250 Roger Bacon Drive
Reston, Virginia 22090

70. *American Bookseller*
137 West 25th Street
New York, New York 10001

71. *American Cartographer, The*
American Congress on Surveying
and Mapping
210 Little Falls Street
Falls Church, Virginia 22046

72. *American Ceramic Society Bulletin*
757 Brooksedge Plaza Drive
Westerville, Ohio 43081-2821

73. *American Cinematographer*
1782 North Orange Drive
Los Angeles, California 90028

74. *American City and County*
390 Fifth Avenue
Steve Stone Association
New York, New York 10018

75. *American Clean Car*
American International Auto Dealers
Association
1128 16th Street NW
Washington, D.C. 20036

76. *American Craft Council*
401 Park Avenue, South
New York, New York 10016

77. *American Dairy Review*
Sandstone Building
Mount Morris, Illinois 61054

78. *American Drycleaner*
500 North Dearborn Street
Chicago, Illinois 60610

79. *American Dyestuff Reporter*
Promenade A, Suite 2
Harmon Cove Towers
Secuacus, New Jersey 07094

80. *American Economic Review, The*
1313 21st Avenue South
Nashville, Tennessee 37212-2786

81. *American Family Physician*
1740 West 92nd Street
Kansas City, Missouri 64114

82. *American Film*
3 East 54th Street, 9th Floor
New York, New York 10022

83. *American Funeral Director*
1115 Cherry Avenue, NE
Canton, Ohio 44704

84. *American Gas Association Monthly*
1515 Wilson Boulevard
Arlington, Virginia 22209

85. *American Glass Review*
1115 Clifton Avenue
Clifton, New Jersey 07013

86. *American Heart Journal*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

87. *American Hunter, The*
The National Rifle Association
1600 Rhode Island Avenue, NW
Washington, D.C. 20036

88. *American Industrial Hygiene Association Journal*
475 Wolf Ledges Parkway
Akron, Ohio 44311-1087

89. *American Inkmaker*
101 West 31st Street
New York, New York 10001

90. *American Jewelry Manufacturer*
Chilton Way
Radnor, Pennsylvania 19089

91. *American Jewish World, The*
4509 Minnetonka Boulevard
Minneapolis, Minnesota 55416

92. *American Journal of Art Therapy*
Vermont College of Norwich University
Montpelier, Vermont 05602

93. *American Journal of Clinical Nutrition, The*
428 East Preston Street
Baltimore, Maryland 21202

94. *American Journal of Clinical Pathology*
Downsville Pike
Route 3, Box 20-B
Hagerstown, Maryland 21740

95. *American Journal of Diseases of Children*
535 North Dearborn Street
Chicago, Illinois 60610

96. *American Journal of Epidemiology*
625 N Broadway,
Room 225
Baltimore, Maryland 21205

97. *American Journal of Medical Genetics*
41 East 11th Street
New York, New York 10003

98. *American Journal of Mental Deficiency*
1719 Kalorama Road
Washington, D.C. 20009

99. *American Journal of Nursing*
555 West 57th Street
New York, New York 10019-2961

100. *American Journal of Obstetrics and Gynecology*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

101. *American Journal of Occupational Therapy*
1383 Piccard Drive
P.O. Box 1725
Rockville, Maryland 20852-4375

102. *American Journal of Ophthalmology*
435 North Michigan Avenue, Suite 1415
Chicago, Illinois 60611

103. *American Journal of Optometry and Physiological Optics*
428 East Preston Street
Baltimore, Maryland 21202

104. *American Journal of Orthodontics*
11830 Westline Industrial Drive
St. Louis, Missouri 63141

105. *American Journal of Orthophychiatry*
49 Sheridan Avenue
Albany, New York 12210

106. *American Journal of Pathology*
Downsville Pike
Route 3, Box 20-B
Hagerstown, Maryland 21740

107. *American Journal of Pediatric Hermatology and Oncology*
Raven Press, Ltd.
1185 Avenue of the Americas
New York, New York 10036

108. *American Journal of Physical Medicine*
Williams and Wilkens, Inc.
428 East Preston Street
Baltimore, Maryland 21202

109. *American Journal of Preventive Medicine*
Oxford University Press
16-00 Pollitt Drive
FairLawn, New Jersey 07410

110. *American Journal of Psychology*
University of Illinois Press
54 East Gregory Drive
Champaign, Illinois 61820

111. *American Journal of Public Health*
1015 Fifteenth Street, NW
Washington, D.C. 20005

112. *American Journal of Roentgenology*
428 East Preston Street
Baltimore, Maryland 21202

113. *American Journal of Sports Medicine, The*
428 East Preston Street
Baltimore, Maryland 21202

114. *American Journal of Surgery*
275 Washington Street
Newton, Massachusetts 02158-1630

115. *American Journal of Surgical Pathology*
Raven Press Ltd.
1185 Avenue of the Americas
New York, New York 10036

116. *American Journal of Veterinarian Research, The*
930 North Meacham Road
Schaumburg, Illinois 60196

117. *American Libraries*
50 East Huron Street
Chicago, Illinois 60611

118. *American Machinist*
1221 Avenue of the Americas
New York, New York 10020

119. *American Metal Market*
7 East 12th Street
New York, New York 10003

120. *American Orchid Society Bulletin*
6000 South Olive Avenue
West Palm Beach, Florida 33405

121. *American Psychologist*
1200 Seventeenth Street, NW
Washington, D.C. 20036

122. *American Paint and Coatings*
2911 Washington Avenue
St. Louis, Missouri 63103

123. *American Papermaker*
75 Third Street, NW
Atlanta, Georgia 30365

124. *American Pharmacy: The Journal of the American Pharmaceutical Association*
2215 Constitution Avenue, NW
Washington, D.C. 20037

125. *American Printer*
300 West Adams Street
Chicago, Illinois 60606

126. *American Review of Respiratory Diseases*
American Lung Association
1740 Broadway
New York, New York 10019

127. *American School and University*
401 Broad Street
Philadelphia, Pennsylvania 19108

128. *American School Board Journal, The*
1680 Duke Street
Alexandria, Virginia 22314

129. *American Society of Microbiology—ASM News*
1913 I Street, NW
Washington, D.C. 20006

130. *American Scientist*
345 Whitney Avenue
New Haven, Connecticut 06511

131. *American Speech and Hearing Association*
10801 Rockville Pike
Rockville, Maryland 20852

132. *American Textiles International*
5100 Moores Chapel Road
Charlotte, North Carolina 28266

133. *American Theosphist, The*
Box 270
Wheaton, Illinois 60189

134. *American Visions*
The Visions Foundation
Frederick Douglass House–Capitol Hill
Smithsonian Institution, NW
Washington, D.C. 20560

135. *Amusement Business*
Box 24970
Nashville, Tennessee 37202

136. *Anesthesiology*
Downsville Pike, Route 3, Box 20-B
Hagerstown, Maryland 21740

137. *Anesthesia and Analgesia: Journal of the International Anesthesia Research Society*
3645 Warrensville Center Road
Cleveland, Ohio 44122

138. *Annals of Behavioral Medicine*
SBM National Office
P.O. Box 8530
University Station
Knoxville, Tennessee 37996

139. *Annals of Emergency Medicine*
American College of Emergency Physicians
P.O. Box 619911
Dallas, Texas 75261-9911

140. *Annals of Internal Medicine*
4200 Pine Street
Philadelphia, Pennsylvania 19104

141. *Annals of Neurology: Journal of the American Neurological Association and the Child Neurology Society*
34 Beacon Street
Boston, Massachusetts 02108

142. *Annals of Plastic Surgery*
34 Beacon Street
Boston, Massachusetts 02108

143. *Annals of Surgery*
Downsville Pike, Route 3, Box 20-B
Hagerstown, Maryland 21740

144. *Annals of Thoracic Surgery, The*
34 Beacon Street
Boston, Massachusetts 02108

145. *Anthropology Newsletter*
American Anthropology Association
1703 New Hampshire Avenue, NW
Washington, D.C. 20009

146. *Appalachian Trailway News*
Washington and Jackson Streets
Harpers Ferry, West Virginia 25425

147. *Appliance Manufacturer*
Corcoran Communications
6200 S.O.M. Center Road, Suite C-14
Solon, Ohio 44139

148. *Applied Industrial Hygiene*
6500 Glenway Avenue
Building D-7
Cincinnati, Ohio 45211-4438

149. *Applied Radiology: The Journal of Medical Imaging and Therapy*
1640 Fifth Street
Santa Monica, California 90401

150. *Apprise*
Public TV Station WITF
1982 Locust Lane
Harrisburg, Pennsylvania 17109

151. *Aquaculture Magazine*
(The Commercial Fish Farmer)
Box 2329
Asheville, North Carolina 28802

152. *Architecture*
American Institute of Architects
1735 New York Avenue, NW
Washington, D.C. 20006

153. *Architecture Australia*
480 St. Kilda Road
Melbourne, Victoria, 3000
Australia

154. *Architect, The*
4 Addison Bridge Place
London W14 9BR England

155. *Architect's Journal, The*
9 Queen Anne's Gate
London SW1H 9YP England

156. *Architecture Design*
42 Leinster Gardens
London W2, England

157. *Architectural Record*
1221 Avenue of the Americas
New York, New York 10020

158. *Archives of Dermatology*
American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

159. *Archives of Internal Medicine*
American Medical Society
535 North Dearborn Street
Chicago, Illinois 60610

160. *Archives of Neurology*
American Medical Society
535 North Dearborn Street
Chicago, Illinois 60610

161. *Archives of Ophthalmology*
American Medical Society
535 North Dearborn Street
Chicago, Illinois 60610

162. *Archives of Otolaryngology*
American Medical Society
535 North Dearborn Street
Chicago, Illinois 60610

163. *Archives of Physical Medicine and Rehabilitation*
78 East Adams Street
Chicago, Illinois 60603-6103

164. *Archives of Surgery*
American Medical Society
535 North Dearborn Street
Chicago, Illinois 60610

165. *Arizona Bar Journal*
The State Bar of Arizona
363 North First Avenue
Phoenix, Arizona 85003

166. *Armed Forces Journal International*
1414 22nd Street, NW
Suite 104
Washington, D.C. 20037

167. *Art in America*
Brant Art Publications
980 Madison Avenue
New York, New York 10021

168. *Art News*
48 West 38th Street
New York, New York 10018

169. *Artscribe*
39-41 North Road
London N7 9DP, England

170. *Artists, The*
1507 Dana Avenue
Cincinnati, Ohio 45207

171. *Arthritis and Rheumatism*
Arthritis Foundation
3400 Peachtree Road, NE
Atlanta, Georgia 30326

172. *Association Management Magazine*
American Society of Association
Executives
1575 Eye Street, NW
Washington, D.C. 20005

173. *Association Marketing*
Association of Marketing Resources
P.O. Box 549
Herndon, Virginia 22070

174. *Astronomy*
1067 North 7th Street
Milwaukee, Wisconsin 53233

175. *Atlantic, The*
Box 2547
Boulder, Colorado 80322

176. *Audio*
1515 Broadway
New York, New York 10036

177. *Austin Business Journal*
1301 Capitol of Texas Highway
Suite C200
Austin, Texas 78746

178. *Australian Financial Review, The*
392 Little Collins Street
Melbourne, Australia 3000

179. *Australian Society*
P.O. Box 274
Fitzroy, Victoria
Australia 3065

180. *Australian Accountant, The*
170 Queen Street
Melbourne, Australia 3000

181. *Automation in Housing and Systems*
Building News
P.O. Box 120
Carpinteria, California 93013

182. *Automotive Engineer*
P.O. Box 24
Northgate Avenue
Bury St, Edmunds
Suffolk 1P32 6BW, England

183. *Automotive Engineering*
3001 West Big Beaer, 3602
Troy, Michigan 48084

184. *Automotive News*
965 East Jefferson Avenue
Detroit, Michigan 48207

185. *Aviation*
Aviation Digest Association
Danbury, Connecticut 06813

186. *Aviation Equipment Maintenance*
7300 North Cicero Avenue
Lincolnwood, Illinois 60646-1696

187. *Aviation Mechanics Journal*
73f83 6WN Road
P.O. Box 1000
Casper, Wyoming 82602-1000

188. *Aviation Week and Space Technology*
1221 Avenue of the Americas
New York, New York 10020

189. *Aviation Space and Environmental Medicine*
Aerospace Medical Association
P.O. Box 26128
Alexandria, Virginia 22313

190. *Avionics*
7811 Montrose Road
Potomac, Maryland 20854

191. *Avisco—A Monthly Dispatch from American Association of Museums*
1225 Eye Street, NW, Suite 200
Washington, D.C. 20005

192. *Backpacker*
33 East Minor Street
Emmaus, Pennsylvania 18098

193. *Backpacking Journal*
3807 Wilshire Boulevard, Suite 1204
Los Angeles, California 90010

194. *Baking Industry*
301 East Erie Street
Chicago, Illinois 60611

195. *Bakery—Product and Engineering*
Gorman Publishing
8750 West Bryn Mawr Avenue
Chicago, Illinois 60631

196. *Beverage World*
150 Great Neck Road
Great Neck, New York 12201

197. *Bed Times*
Monthly of the International Sleep Product Association
333 Commerce Street
Alexandria, Virginia 22314

198. *Best's Review*
Property/Casuality Insurance Edition
American Best Company
Ambest Road
Oldwick, New Jersey 08858

199. *Better Roads*
P.O. Box 558
Park Ridge, Illinois 60068

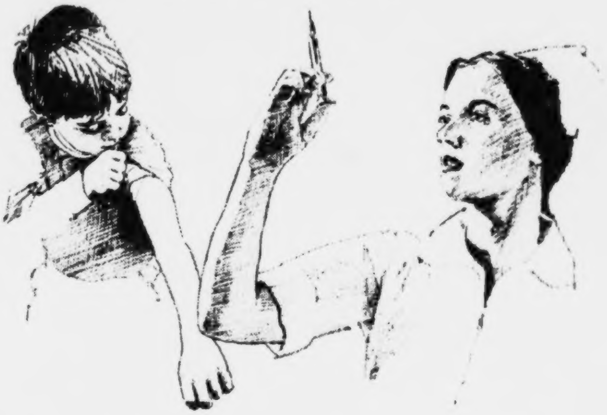
200. *Bicycling*
Rodale Press
33 East Minor Street
Emmaus, Pennsylvania 18049

201. *Billboard*
One Astor Plaza
1515 Broadway
New York, New York 10036

202. *Biocycle*
Box 351
18 South 7th Street
Emmaus, Pennsylvania 18049

203. *Biomedical Communications*
50 West 23rd Street
New York, New York 10010

204. *Biology of Reproduction*
Journal of the Society for the Study of Reproduction
309 West Clark Street
Champaign, Illinois 61820



205. *BioScience*
730 11th Street, NW
Washington, D.C. 20001-4584

206. *BioTechnology*
Nature Publishing Company
65 Bleecker Street
New York, New York 10012-2467

207. *Black Collegian, The*
1240 South Broad Street
New Orleans, Louisiana 70125

208. *Black Enterprises*
P.O. Box 3009
Harlan, Iowa 51593-2102

209. *Black Issues in Higher Education*
10502 Warwick Avenue, Suite B-8
Fairfax, Virginia 22030

210. *Black Scholar, The*
Black World Foundation
485 65th Street
Box 2869
Oakland, California 94609

211. *Blood*
Journal of the American Society of Hermatology
Grune and Stratton
62f77 Sea Harbor Drive
Orlando, Florida 32821

212. *Blood Horse, The*
1736 Alexandria Drive
P.O. Box 4038
Lexington, Kentucky 40544

213. *Boating*
One Park Avenue
New York, New York 10016

214. *Boating Industry*
850 Third Avenue
New York, New York 10022

215. *Bobbin*
For the Apparel Manufactured
Sewn Products Industry
1110 Shop Road
P.O. Box 1986
Columbia, South Carolina 29202

216. *Bookseller*
J. Whitaker & Sons, Ltd.
12 Dyott Street
London WC1A 1DF, England

217. *Bowling Proprietor*
615 Six Flags Drive
Arlington, Texas 76011

218. *Boxboard Containers*
300 W. Adams Street
Chicago, Illinois 60606

219. *Boxoffice*
203 N. Wabash Avenue, Suite 800
Chicago, Illinois 60605

220. *Brewer, The*
Brewers Guild
8 Ely Place
Holborn
London EC1N 6SD, England

221. *Brick and Clay Record*
Cahners Plaza
1350 East Touhy Avenue
P.O. Box 5080
Des Plaines, Illinois 60017-5080

222. *British Heart Journal*
BMA House
Tavistock Square
London WCIH 9JR
England

223. *British Journal of Photography*
234-235 Temple Chambers Avenue
London EC4Y 0DT, England

224. *British Printer*
Maclean Hunter, Ltd.
Maclean Hunter House
Chalk Lane
Cockfosters Road, Barnet
Hartfordshire EN4 0BU, England

225. *Broadcasting*
Broadcasting Publications
1705 DeSales Street, NW
Washington, D.C. 20036

226. *Builder*
655 15th Street, NW, Suite 475
Washington, D.C. 20005

227. *Building Supply Home Centers*
Reed Publications
275 Washington Street
Newton, Massachusetts 02158-1630

228. *Bulletin of The American Society for Information Science*
1424 Sixteenth Street, NW
Suite 404
Washington, D.C. 20036

229. *Bulletin of the Society of American Archaeology*
1511 K Street, NW
Washington, D.C. 20005

230. *Bus Ride*
West 2627 Providence
P.O. Box 1472
Spokane, Washington 99210-1472

231. *Business Insurance*
740 North Rush Street
Chicago, Illinois 60611-2590

232. *Business and Commercial Aviation*
1221 Avenue of the Americas
New York, New York 10020

233. *CA Magazine*
Canadian Institute of Chartered Accountants
150 Bloor Street West
Toronto M5S 2Y2, Canada

234. *CED—Communications Engineering and Design*
600 Grant Street
Suite 600
Denver, Colorado 80203

235. *CMA*
Society of Management Accounts of Canada
154 Main Street, Wast
Box 176, M.P.O.
Hamilton, Ontario L8N 3C3, Canada

236. *CME—Chartered Mechanical Engineer*
P.O. Box 24
Northgate Avanue
Bury St. Edmonds
Suffolk, 1P32 6BW, England

237. *CPA Journal, The*
600 Third Avenue
New York, New York 10016

238. *Cable Television Business*
Cardiff Publishing Company
6300 S. Syracuse Way
Suite 650
Englewood, Colorado 80111

239. *Cable Age*
1270 Avenue of the Americas
New York, New York 10020

240. *California CPA Quarterly, The*
California Society of Certified Public Accountants
1000 Welch Road
Palo Alto, California 94304

241. *California Lawyer*
555 Franklin Street
San Francisco, California 94102-4498

242. *Campaign*
Haymarket Publications
22 Lancaster Gate
London W2 3LY, England

243. *Camping Magazine*
American Camping Association
Bradford Woods
Martinsville, Indiana 46151-7902

244. *Canadian Anaesthetists' Society Journal, The*
94 Cumberland Street
Suite 901
Toronto, Ontario
M5R 1A3, Canada

245. *Canadian Aviation*
Maclean Hunter Publications
Maclean Hunter Building
777 Bay Street
Toronto, Ontario M5W 1A7
Canada

246. *Canadian Insurance*
Stone and Cox
366 Adelaide Street E., Suite 323
Toronto, Ontario M5A 3X9
Canada

247. *Canadian Journal of Neurological Sciences*
Faculty of Medicine
Room 1496
University of Calagary
3330 Hospital Drive NW
Calgary, Canada T2N 4N1

248. *Canadian Journal of Public Health*
Canadian Medical Association
1335 Carling Avenue, Suite 210
Ottawa, Ontario, Canada K1Z 8N8

249. *Canadian Journal of Psychiatry*
Suite 204
294 Albert Street
Ottowa, Ontario
Canada K1P 6E6

250. *Canadian Medical Association Journal*
CMA House
1867 Alta Vista Drive
Ottowa, Ontario K1G 3Y6, Canada

251. *Canadian Psychology*
Canadian Medical Association
Rue Vincent Street
Old Chelsea, Quebec, J0X 2N0
Canada

252. *Canadian Travel News*
1450 Don Mills road
Don Mills, Ontario M3B 2X7
Canada

253. *Canadian Underwriter*
Wodham Publications
1450 Don Mills Road
Don Mills, Ontario
Canada, M3B 2X7

254. *Canadian Textile Journal*
CTJ - Inc.
1 Pacifique
Gardenvale H9X 1B0
Quebec, Canada

255. *Cancer*
Lippincott Company
2350 Virginia Avenue
Hagerstown, Maryland 21740

256. *Candy Industry*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

257. *Career Guide*
Dun's Marketing Services
49 Old Bloomfield Avenue
Mountain Lakes, New Jersey 07046

258. *Caretakers Gazette, The*
Box 342-A
Carpentersville, Illinois 60110

259. *Career Opportunity Update*
17371 Mount Wynne Circle
P.O. Box 8969
Fountain Valley, California
92728-8969

260. *Careers and the Handicapped*
44 Broadway
Greenlawn, New York 11704

261. *Catholic Digest*
P.O. Box 1812
Des Moines, Iowa 50336

262. *Catholic Health World*
4455 Woodson Road
St. Louis, Missouri 63134

263. *Catholic Standard*
Box 4464
Washington, D.C. 20017

264. *Cell*
50 Church Street
Cambridge, Massachusetts 02138

265. *Ceramic Industry*
6200 S.O.M. Center Road
Solon, Ohio 44139

266. *Ceramics Monthly*
1609 Northwest Blvd.
Box 12448
Columbus, Ohio 43212

267. *Ceramic Review*
21 Carnaby Street
London W1V 1PH England

268. *Chartered Mechanical Engineer*
MEP, Ltd.
P.O. Box 24
Northgate Avenue
Bury St., Edmonds
Suffolk 1P32 6BW England

269. *Chain Store Executive*
425 Park Avenue
New York, New York 10022

270. *Change: The Magazine of Higher Learning*
4000 Albermarle Street, NW
Washington, D.C. 20016

271. *Chemical Business*
Schnell Publishing Company
80 Broad Street
New York, New York 20004

272. *Chemical Engineer, The*
George E. Davis Bldg.
165-171 Railway Terrace
Rugby CV21 3HQ England

273. *Chemical and Engineering News*
1155 16th Street, NW
Washington, D.C. 20036

274. *Chemical Engineering*
1221 Avenue of the Americas
New York, New York 10020

275. *Chemical Engineering Progress*
353 East 47th Street
New York, New York 10017

276. *Chemical Processing*
301 E. Erie Street
Chicago, Illinois 60611

277. *Chemical Marketing Reporter*
100 Church Street
New York, New York 10007-2694

278. *Chemical Week*
1221 Avenue of the Americas
New York, New York 10020

279. *Chemistry and Industry*
14-15 Belgrave Square
London, SW1X 8PS, England

280. *Chemistry in Britian*
The Chemical Society
Burlington House
London W1V 0BN, England

281. *Chicago Daily Law Bulletin*
415 North State Street
Chicago, Illinois 60610-4674

282. *Chicago Lawyer*
20 East Jackson Boulevard
Chicago, Illinois 60604

283. *Child's Welfare*
440 First Street NW
Washington, D.C. 20001-2085

284. *Chilton's Review of Optometry*
Chilton Way
Radnor, Pennsylvania 19089

285. *Christian Century, The*
407 S. Dearborn Street
Chicago, Illinois 60604

286. *Chronicle of Higher Education, The*
1255 Twenty-Third Street, NW
Washington, D.C. 20037

287. *Chronicle of the Horse, The*
301 West Washington Street
Middleburg, Virginia 22117

288. *Cincinnati*
120 West Fifth Street
Cincinnati, Ohio 45202

289. *Circuits Manufacturing*
The Magazine for Manufacturing
Engineer and Managers
1050 Commonwealth Ave.
Boston, Massachusetts 02215

290. *City Paper—Baltimore's Free Weekly*
2612 North Charles Street
Baltimore, Maryland 21218

291. *Civil Engineering Technology*
Institution of Civil Engineers
26-34 Old Street
London EC1V 9AD
England

292. *Civil Engineering—Consulting Engineer International*
30 Calderwood Street
London SE18 6QH
England

293. *Clearinghouse Review*
National Clearinghouse for Legal
Services, Inc.
407 South Dearborn Street
Suite 400
Chicago, Illinois 60605

294. *Cleveland Magazine*
1621 Euclid Avenue
Cleveland, Ohio 44115

295. *Club Industry*
Sportscape, Inc.
1415 Beacon Street
Boston, Massachusetts 02146

296. *Coal Age*
McGraw Hill Bldg.
1221 Avenue of the Americas
New York, New York 10020

297. *Coal Mining*
Maclean Hunter Publishing
Company
300 W. Adams Street
Chicago, Illinois 60606

298. *Cognitive Rehabilitation*
NeuroScience Publication
6555 Carrollton Avenue
Indianapolis, Indiana 46220

299. *Colorado Lawyer*
Colorado Bar Association
1900 Grant Street
Suite 950
Denver, Colorado 80203-4309

300. *Columbia Journalism Review*
Graduate School of Journalism
700 Journalism Bldg.
Columbia University
New York, New York 10027

301. *Community Mental Health Journal*
72 Fifth Avenue
New York, New York 10011-8004

302. *Commercial West*
Financial Communications, Inc.
7535 Office Ridge Circle
Eden Praire, Minnesota 55344

303. *Communications*
Cerdiff Publications
6300 S. Syracuse Way, Suite 650
Englewood, Colorado 80111

304. *Communications of the ACM*
Association for Computing
Machinery,
11 West 42nd Street
New York, New York 10036

305. *Communications News*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

306. *Community, Technical and Junior College Journal*
National Center for Higher Education
One Dupont Circle NW, Suite 410
Washington, D.C. 20036

307. *Commuter Air*
62f55 Barfield Road
Atlanta, Georgia 30328

308. *Computer*
IEEE Computer Society
345 E. 47th Street
New York, New York 10017

309. *Computer Graphics*
ACM
11 West 42nd Street
New York, New York 10036

310. *Computer and Electronics Graduate*
Equal Opportunity Publications
44 Broadway
Greenlawn, New York 11740

311. *Computerworld*
375 Cochituate Road
Framingham, Massachusetts
01701-9171

312. *Concrete Construction*
426 South Westgate
Addison, Illinois 60101

313. *Concrete Products*
300 West Adams Street
Chicago, Illinois 60606

314. *Constructor*
1957 E. Street NW
Washington, D.C. 20006

315. *Construction Digest*
7355 Woodland Drive
Indianapolis, Indiana 46278

316. *Consulting Specifying Engineer*
275 Washington Street
Newton, Massachusetts 02158-1630

317. *Contemporary OB/GYN*
Medical Economics Co.
Oradell, New Jersey 07649

318. *Contract*
1515 Broadway, 24th Floor
New York, New York 10036

319. *Contractor*
275 Washington Street
Newton, Massachusetts 02158-1630

320. *Control Engineering*
1301 South Grove
P.O. Box 1030
Barrington, Illinois 60010

321. *Converter*
111 St. James Road
Croydon, Surrey CR9 2TH, England

322. *Cosmetics and Toiletries*
P.O. Box 318
Wheaton, Maryland 60189

323. *Cost Engineering*
308 Monogahela Bldg.
Morgantown, West Virginia
26505-5468

324. *Cotton Gin and Oil Mill Press*
3638 Executive Boulevard
Mesquite, Texas 75149-2790

325. *Counselor, The*
"The Voice of Specialty
Advertising"
Bucks County Business Park
1120 Wheeler Way
Langhorne, Pennsylvania
19047-1785

326. *Country Landowner*
19 Belgrave Square
London SW1X 8PQ, England

327. *Craine's Chicago Business*
740 Rush Street
Chicago, Illinois 60611

328. *Craine's Cleveland Business*
140 Public Square
Suite 412
Cleveland, Ohio 44114

329. *Craine's New York Business*
220 East 42nd Street
New York, New York 10017

330. *Credit Union Magazine*
Credit Union National Association
5710 Mineral Point Road
Madison, Wisconsin 53705

331. *Credit and Financial Management*
520 8th Avenue
New York, New York 10018-6571

332. *Credit Union Management*
2801 Coho Street
Suite 300
Madison, Wisconsin 53713

333. *Cruising World*
P.O. Box 3045
Harlan, Iowa 51593-4259

334. *DM News, The*
The Newspaper of Direct
Marketing
19 West 19th Street
New York, New York 10010

335. *DNR*
(The Daily News Record)
East 12th Street
New York, New York 10003

336. *Dairy Field*
1495 Maple Way
Troy, Michigan 10017

337. *Dance Magazine*
33 West 60th Street
New York, New York 10023

338. *Dance Exercise Today*
International Dance Exercise Association
2437 Morena Blvd., 2nd Floor
San Diego, California 92110

339. *Dartmouth Alumni Magazine*
320 Blunt Alumni Center
Hanover, New Hampshire 03755

340. *Datamation*
875 Third Avenue
New York, New York 10022

341. *Data Management*
Data Processing Management Association
505 Busse Highway
Park Ridge, Illinois 60068-3191

342. *Dental Hygiene*
444 North Michigan Avenue
Suite 3400
Chicago, Illinois 60611

343. *Design*
Design Council
28 Haymarket
London SW1Y 4S1L, England

344. *Design Council*
28 Haymarket
London Sw1Y 4SU, England

345. *Design News*
275 Washington Street
Newton, Massachusetts 02158

346. *Digital Review*
Ziff Communications Company
One Park Avenue
New York, New York 10016

347. *Direct Marketing*
224 Seventh Street
Garden City, New Jersey
11530-5771

348. *Directive Teacher, The*
356 Arps Hall
1945 North High Street
The Ohio State University
Columbia, Ohio 43210

349. *Discount Store News*
425 Park Avenue
New York, New York 10022

350. *Dog World*
Maclean Hunter
300 West Adams Street
Chicago, Illinois 60606

351. *Doors and Hardware*
7711 Old Springhouse Road
McLean, Virginia 22102-3474

352. *Dossier*
3301 New Mexico Avenue NW
Washington, D.C. 20016

353. *Down Beat*
222 West Adams Street
Chicago, Illinois 60606

354. *Drug and Cosmetic Industry*
7500 Old Oak Blvd.
Cleveland, Ohio 44130

355. *Drug Intelligence and Clinical Pharmacy*
P.O. Box 42696
Cincinnati, Ohio 45242

356. *EAP Digest*
The Voice of Employee Ass't Programs
2145 Crooks Road, Suite 103
Troy, Missouri 48084

357. *EC&M*
Electrical Construction and Maintenance
1221 Avenue of Americas
New York, New York 10020

358. *ENR—Engineering News Record*
1221 Avenue of the Americas
New York, New York 10020

359. *Earnshaw's Infants, Girls, Boys Wear Review*
225 West 34th Street
New York, New York 10001

360. *Education Week*
Suite 775
1255 23rd Street, NW
Washington, D.C. 20037

361. *East West Journal*
17 Station Street
Box 1200
Brookline, Massachusetts 02147

362. *Economist, The*
25 St. James Street
London, SW1A 1HG, England

363. *Editor and Publisher—The Fourth Estate*
11 West 19th Street
New York, New York 10010

364. *Educational Researcher*
American Educational Research Association
1230 17th Street NW
Washington, D.C. 20036

365. *Elastromerics*
307 North Michigan
Chicago, Illinois 60601

366. *Electric Light and Power*
Pen Well Publications
1421 South Sheridan Road
Tulsa, Oklahoma 74112

367. *Electrical Consultant*
7315 Wisconsin Avenue
Bethesda, Maryland 20814

368. *Electrical Times*
Dorset House
Stamford Street
London SE1 9LU

369. *Electrical Wholesaling*
1221 Avenue of the Americas
New York, New York 10020

370. *Electrical World*
1221 Avenue of the Americas
New York, New York 10020

371. *Electrical Distributing*
707 Westchester Ave.
White Plains, New York 10604

372. *Electrical Review*
Quadrant House
The Quadrant, Sutton
Surrey SM2 5AS
England

373. *Electrical Engineering*
30 Calderwood Street
London, SE18 6QH
England

374. *Electronic News*
7 East 12th Street
New York, New York 10003

375. *Electronics*
1221 Avenue of the Americas
New York, New York 10003

376. *Electronics and Power*
Institution of Electrical Engineers
Savoy Place
London WC2R 0BL, England

377. *Electronical Times*
Dorset House, Stamford Street
London SE1 9LU, England

378. *Electronics—Serving Technology*
P.O. Box 12901
Overland Park, Kansas 66212-9981

379. *Elementary Electronics*
380 Lexington Avenue
New York, New York 10017

380. *Elevator World*
801 5th Avenue, South
Birmingham, Alabama 36606

381. *Energy Users News*
Fairchild Publications
7 East 12th Street
New York, New York 10003

382. *Engineers Australia*
The Institute of Engineers
11 National Circuit, Barton
ACT 2600, Australia

383. *Engineering*
28 Haymarket
London SW1Y 4SU, England

384. *Engineering & Mining Journal*
1221 Avenue of the Americas
New York, New York 10021

385. *Engineering Digest*
111 Peter Street, Suite 411
Toronto, Ontario M5V 2W2, Canada

386. *Engineering Education*
11 Dupont Circle, Suite 200
Washington, D.C. 20036

387. *Engineer, The*
Calderwood Street
London, SE18 6QH, England

388. *Engineering Journal, The*
2050 Mansfield Street
Montreal, Quebec PQ H3A 1Y9
Canada

389. *Engineering News Record*
1221 Avenue of the Americas
New York, New York 10020

390. *Entrepreneur*
2311 Pontius Avenue
Los Angeles, California 90064

391. *Environmental Health*
19 Grosvenor Place
London SW1X FHU, England

392. *Environmental Opportunities*
P.O. Box 969
Stowe, Vermont 05672

393. *Environmental Science & Technology*
American Chemical Society
1155 16th Street, NW
Washington, D.C. 20036

394. *Equus*
656 Quince Orchard Road
Gaithersburg, Maryland 20878

395. *Exceptional Children*
1920 Association Drive
Reston, Virginia 22091

396. *Executive Educator, The*
National School Boards Association
1680 Duke Street
Alexandria, Virginia 22314

397. *Executive Female*
120 East 56th Street, Suite 1440
New York, New York 10022

398. *Exhibition Bulletin*
266-272 Kirkdale
Sydenham
London SE26 4RZ, England

399. *Export*
Journal of the Institute of Export
64 Clifton Street
London, EC2A 4HB, England

400. *Family Therapy Networker, The*
7703 13th Street NW
Washington, D.C. 20012

401. *Farmer, The*
1999 Shepard Road
St. Paul, Minnesota 55116

402. *Farm Chemicals*
37841 Euclid Avenue
Willoughby, Ohio 44094

403. *Farm Journal*
230 West Washington Square
Philadelphia, Pennsylvania 19105

404. *Farmland News*
3315 North Oak Trafficway
Kansas City, Missouri 64116

405. *Fastener Technology*
Davis Industrial Parkway
Solon, Ohio 44139

406. *Federal Research Service*
951 Pershing Drive
Silver Spring, Maryland 20910-4464

407. *Federal Times*
Times Journal
Springfield, Virginia 22159-0260

408. *Federation Proceedings*
428 East Preston Street
Baltimore, Maryland 21202

409. *Feedstuffs*
12400 Whitewater Drive, Suite 160
Minnetonka, Minnesota 55343

410. *Field, The*
Carmelite House
Carmelite Street
London EC4Y 0FA, England

411. *Field & Stream*
3807 Wilshire Boulevard, Suite 1204
Los Angeles, California 90010

412. *Financial Management*
Journal of the Financial Management Association
College of Business Administration
University of South Florida
4202 Fowler Avenue
Tampa, Florida 33620

413. *Financial Times of London*
1231 Yonge Street, Suite 300C
Toronto, Ontario, Canada M4T 2Z1

414. *Fine Woodworking*
Box 355
Newton, Connecticut 06470

415. *Finishers' Management*
4350 DiPalol Center
Dearlove Road
Glenview, Illinois 60025

416. *Fire: The Journal of the Fire Protection Association*
Unisaf Publishing Ltd
Queensway House
Redhill, Surey, England RH1 1QS

417. *Fire Chief*
National Fire Protection Association
Batterymarch Park
Quincy, Massachusetts 02269

418. *Fire Engineering*
Box 1260
Tulsa, Oklahoma 24101

419. *Fire News*
National Fire Protection Association
Batterymarch Park
Quincy, Massachusetts 02269

420. *Fish Boat, The*
P.O. Box 2400
5th Avenue and B Street
Covington, Louisiana 70434

421. *Fishing World*
51 Atlantic Avenue
Floral Park, New York 11001

422. *Fleet Owner*
1221 Avenue of the Americas
New York, New York 10020

423. *Flight International*
Quadrant House, The Quadrant
Sutton
Surrey, SM2 5AS, England

424. *Flooring—Magazine of Interior Surfaces*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

425. *Florida CPA Today*
Florida Institutes of CPA's
P.O. Box 5437
325 West College Avenue
Tallahassee, Florida 32314

426. *Flower and Garden*
4251 Pennsylvania
Kansas City, Missouri 64111

427. *Flying*
3460 Wilshire Boulevard
Los Angeles, California 90010

428. *Focus on Saskatschewan Libraries*
1352 Winnepeg Street
Regina, Saskatchesan S49 3VF
Canada

429. *Folding Carton Industry*
Binsted Publishers
Devonshire Close
Devonshire Street
London W1N 2DL, England

430. *Folo: The Magazine for Magazine Management*
6 River Bend
P.O. Box 4949
Stamford, Connecticut 06907-0949

431. *Food*
Maclean Hunter Ltd.
Maclean Hunter Building
777 Bay Street
Toronto, Ontario
Canada M5W 1A7

432. *Food Management*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

433. *Food and Drug Packaging*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

434. *Food Processing*
Northside House
69 Tweedy Road
Bromlsy
Kent, BR1 3WA, England

435. *Food Production/Management*
2619 Maryland Avenue
Baltimore, Maryland 21218

436. *Food Technology*
221 North La Salle St., Suite 2120
Chicago, Illinois 60601

437. *Footwear News*
7 East 12th Street
New York, New York 10003

438. *Forbes*
60 Fifth Avenue
New York, New York 10011

439. *Forest Industries*
500 Howard Street
San Francisco, California 94105

440. *Forest Products Journal*
2901 Marshall Court
Chicago, Illinois 60601

441. *Foundation of Philanthropy*
Council on Foundations, Inc.
1828 L Street, NW
Washington, D.C. 20036

442. *Foundry*
1100 Superior Avenue
Cleveland, Ohio 44114

443. *Foundry Trade Journal*
Queensway House
2 Queensway
Redhill, Surrey RH1 1QS
England

444. *Franchising World*
1350 New York Avenue, NW
Washington, D.C. 20005

445. *Fueloil & Oil Heat*
389 Passaic Avenue
Fairfield, New Jersey

446. *Fund Raising Management*
224 Seventh Street
Garden City, New York 11530

447. *Fundamental and Applied Toxicology*
Academic Press, Inc.
1250 Sixth Ave.
San Diego, California 92101

448. *Furniture Design and Manufacturing*
400 North Michigan Avenue
Chicago, Illinois 60611

449. *Furniture Production*
128 Holiday Court #116
Franklin, Tennessee 37203

450. *Furniture Today*
Communications/Today Ltd.
200 South Main Street
High Point National Furniture Mart
P.O. Box 2754
High Point, North Carolina
27261-2754

451. *Furniture Wood Digest*
Johnson Hill Press
P.O. Box 470
Fort Atkinson, Wisconsin 53538

452. *Futurist—A Journal of Forecasts, Trends and Ideas About the Future*
World Future Society
Elmo Avenue, Suite 4916
Bethesda, Maryland 20814

453. *Gas World*
Sovereign Way
Trowbridge, Kent TN9 1RW,
England

454. *Genetic Engineering News*
1651 Third Avenue
New York, New York 10128

455. *General Aviation News*
4949 Westgrove Drive
Dallas, Texas 75248

456. *Geology*
The Geological Society of America
3300 Penrose Place
P.O. Box 9140
Boulder, Colorado 80301

457. *Geoscience Canada*
Geological Association of Canada
Department of Earth Sciences
Memorial University of
Newfoundland
St. John's, Newfoundland A1B 3X5
Canada

458. *Geotimes*
4220 King Street
Alexandria, Virginia 22302-1507

459. *Gerontologists, The*
1411 K Street, NW
Suite 300
Washington, D.C. 20005

460. *Geyer's Office Dealers*
51 Madison Avenue
New York, New York 10010

461. *Gifts and Decorative Accessories*
51 Madison Avenue
New York, New York 10010

462. *Glass Age*
Link House
Dingwall Avenue
Croyden CR9 2TA, England

463. *Glass Digest*
P.O. Box 5000-KD
Ridgefield, Connecticut 07657

464. *Global Trade*
401 North Broad Street
Philadelphia, Pennsylvania 19108

465. *Goldsmith, The*
41 Sutter Street, Suite 300
San Francisco, California 94104

466. *Golf Course Management*
1617 St. Andrews Drive
Lawrence, Kansas 66046

467. *Gold Digest*
P.O. Box 5000-KD
Ridgefield, New Jersey 07657

468. *Golf World*
Box 2000
Southern Pines, North Carolina 28387

469. *Gourmet Retailer, The*
1545 NE 123rd Street
North Miami, Florida 33161-6095

470. *Government and Computer News*
Ziff-Davis Publications Company
One Park Avenue
New York, New York 10016

471. *Graduate Woman*
2401 Virginia Avenue, NW
Washington, D.C. 20037

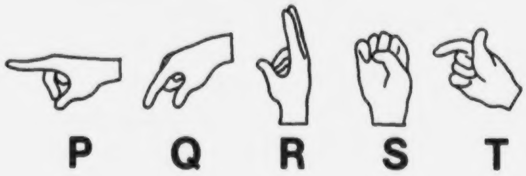
472. *Graphia Arts Monthly*
249 West 17th Street
New York, New York 10011

473. *Grantsmanship News, The*
81 Barrow Street
New York, New York 10014

474. *Ground Worker*
Monitoring Review
6375 Riverside Drive
Dublin, Ohio 43017

475. *Grounds Maintenance*
P.O. Box 12940
Overland Park, Kansas 66212-0930

476. *Ground Water Age*
8 Stanley Circle
Latham, New York 12110



477. *Guidance and Counseling*
Guidance Center
University of Toronto
10 Alcorn Avenue, 2nd Floor
Toronto, Ontario M4V 2Z8, Canada

478. *Guidepost*
American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, Virginia 22304

479. *HFD—Retailing Home Furnishings*
7 East 12th Street
New York, New York 10003

480. *Hang Gliding*
P.O. Box 500
Pearblossom, California 93553

481. *Hardware Age*
Chilton Way
Radnor, Pennsylvania 19089

482. *Hardware Trade Journal*
Soverign Way
Tonbridge, Kent TN9 1RW, England

483. *Harper's Magazine*
2 Park Avenue
New York, New York 10016

484. *Harvard Magazine*
7 Ware Street
Cambridge, Massachusetts 02138

485. *Hawaiian Dental Journal*
1000 Bishop Street, Suite 805
Honolulu, Hawaii 96813

486. *Health Foods Retailing*
6255 Barfield Road
Atlanta, Georgia 30328

487. *Health Foods Business*
567 Morris Avenue
Elizabeth, New Jersey 07208

488. *Healthcare Financial Management*
1900 Spring Road
Oakbrook, Illinois 60521

489. *Hearing Instruments*
131 West First Street
Duluth, Minnesota 55802

490. *Heart and Lung—Journal of Critical Care*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

491. *Heating/Piping/Air Conditioning*
1100 Superior Avenue
Cleveland, Ohio 44114

492. *Highways and Transportation*
3 Lygon Place
Edbury Street
London, SW1W 0JS
England

493. *History News Dispatch*
American Association for State and Local History
172 Second Avenue, North
Suite 102
Nashville, Tennessee 37201

494. *Historic Preservation*
National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington, D.C. 20036

495. *Hoard's Dairyman*
28 Milwaukee Avenue, West
Fort Atkinson, Wisconsin 53538

496. *Hollywood Reporter, The*
6715 Sunset Boulevard
Hollywood, California 90028

497. *Homecare*
2048 Cotner AVenue
Los Angeles, California 90025

498. *Home Center Magazine*
400 Knightsbridge Parkway
Lincolnshire, Illinois 60069

499. *Horological Times*
American Watchmakers Institute
3700 Harrison Avenue
Cincinnati, Ohio 45211

500. *Horseman's Journal, The*
2800 Grand Route Saint John
New Orleans, Louisiana 70119

501. *Horse and Rider*
P.O. Box 555
41919 Moreno Road
Temecula, California 92390

502. *Horse Illustrated*
P.O. Box 6050
Mission Viejo, California 92690

503. *Horticulture*
755 Boylston Street
Boston, Massachusetts 02116

504. *Horticulture Week*
38-42 Hampton Road
Teddington, Middlesex TW11 0JE
England

505. *Hospital & Community Psychiatry*
American Psychiatric Association
1400 K Street, NW
Washington, D.C. 20005

506. *Hospitals*
211 East Chicago Avenue
Chicago, Illinois 60611

507. *Hospital Tribune*
257 Park Avenue-South
New York, New York 10010

508. *Hotel and Motel Management*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

509. *Housewares*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

510. *Humanist, The*
7 Harwood Drive
P.O. Box 146
Amherst, New York 14226-0146

511. *Hydraulics and Pneumatics*
1100 Superior Avenue
Cleveland, Ohio 44114

512. *ICAO Bulletin*
Official Magazine of International
Civil Aviation
Suite 327
Succurdale Place de l'Aviation
International
1000 Sherorooke Street West
Montreal, Quebec, Canada H3A 2R2

513. *ID—Institutional Distribution*
The Magazine of Food Distributers
633 Third Avenue
New York, New York 10017

514. *ID—Magazine of Industrial Design*
330 West 42nd Street
New York, New York 10036

515. *IEE Spectrum*
The Institute of Electrical and
Electronic Engineers
345 East 47th Street
New York, New York 10017

516. *IJAPCA—International Journal of Air Pollution Control and Hazardous Waste Management*
Three Gateway Center, Four West
Pittsburgh, Pennsylvania 15222

517. *ITE Journal*
Institute of Transportation Engineers
525 School Street, SW
Washington, D.C. 20024

518. *Illinois Bar Journal*
Illinois Bar Journal
424 South 2nd Street
Springfield, Illinois 62701

519. *Illinois Medical Journal*
Twenty North Michigan Avenue
Suite 700
Chicago, Illinois 60602

520. *Illinois Times*
P.O. Box 3524
Springfield, Illinois 62708

521. *Implement and Tractor*
Farm Press Publications
P.O. Box 1420
Clarksdale, Mississippi 38614

522. *In These Times*
Institute of Foreign Affairs
1300 West Belmont
Chicago, Illinois 60657

523. *Income Opportunities*
380 Lexington Avenue
New York, New York 10017

524. *Incorporated Linguist, The*
24A Highbury Grove
London N5 2EA, England

525. *Independent School*
18 Tremont Street
Boston, Massachusetts 02108

526. *Industrial Engineering*
Institute of Industrial Engineers
25 Technology Park/Atlanta
Norcross, Georgia 30092

527. *Industrial Finishing*
25W5500 Geneva Road
Wheaton, Illinois 60188

528. *Industrial Heating*
1000 Kilarney Drive
Pittsburgh, Pennsylvania 14234

529. *Information Manager, The*
Information and Records Management, Inc.
210 Crossways Park Drive
Woodway, New York 11179

530. *Information Today*
143 Old Marlton Pike
Medford, New Jersey 08055

531. *Industrial Minerals*
16 Lower Marsh
London SE1 7RJ, England

532. *Information Systems News*
333 East Shore Road
Manhasset, New York 11030

533. *Infosystems*
Hitchcock Building
Wheaton, Illinois 60188

534. *Information Week*
CMP Publications, Inc.
600 Community Drive
Manhasset, New York 11020

535. *Infoworld*
1060 March Road
Suite C-200
Menlo Park, California 94025

536. *Institutions*
1350 Touhy Place
Des Plaines, Illinois 60018

537. *Insurance Mail*
Stone & Cox, Ltd.
44 Fleet Street
London EC4Y 1BS, England

538. *Intelligent Machines Journal*
345 Swett Road
Woodside, California 94062

539. *Inter-Alia—The Journal of the State Bar of Nevada*
295 Holcomb Avenue, Suite 2
Reno, Nevada 89502

540. *Inter-Com*
Washington Area Libraries
D.C. Library Association
Box 14177
Ben Franklin Station
Washington, D.C. 20044

541. *Interiorscape*
Northwood Plaza Station
Clearwater, Florida 34621-0360

542. *Interior Design*
275 Washington Street
Newton, Massachusetts 02158

543. *Interiors*
1515 Broadway
New York, New York 10036

544. *Internal Auditor, The*
249 Maitland Avenue
Altamonte Springs, Florida 32701

545. *International Broadcast Engineer*
Queensway House
2 Queensway
Redhill, Surrey RH1 1QS, England

546. *International Employment Hotline*
P.O. Box 6170
McLean, Virginia 22106

547. *International Fire Chief, The*
1329 18th Street
Washington, D.C. 20036

548. *International Hotel Review*
Queensway House
2 Queensway
Redhill, Surrey RH1 1QS, England

549. *International Journal of Powder Metallurgy*
105 College Road East
Princeton, New Jersey 08540

550. *International Water Power and Dam Construction*
Dorset House, Stamford Street
London SE1 9LU, England

551. *Irrigation Age*
1999 Shepard Road
St. Paul, Minnesota 55116

552. *JADA—Journal of the American Dental Association*
211 East Chicago Avenue
Chicago, Illinois 60611

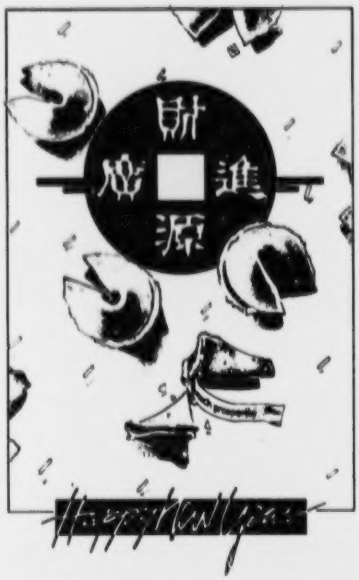
553. *JAMA: Journal of the American Medical Association*
535 North Dearborn Street
Chicago, Illinois 60610

554. *JCI World*
Journal of Jaycees International
P.O. Box 340577
Coral Gables, Florida 33134

555. *JCT: Journal of Coatings Technology*
1315 Walnut Street
Philadelphia, Pennsylvania 17104

556. *JCU: Journal of Clinical Ultrasound*
605 Third Avenue
New York, New York 10158

557. *JEN—Journal of Emergency Nursing*
11830 Westline Industrial Drive
St. Louis, Missouri 63146



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238 City Road
London E.C.1,
England

559. *Jewelers' Circular Keystone*
1330 Avenue of the Americas
New York, New York 10019

560. *Jewish Chronicle, The*
7375 West 107th Street, Suite 210
Overland Park, Kansas 66212-0921

561. *Jobber Topics*
7300 North Cicero Avenue
Lincolnwood, Illinois 60646-1696

562. *Journal: American Water Works Association*
666 West Quincy Avenue
Denver, Colorado 80235

563. *Journal of Academic Librarianship, The*
321 South Main Street
#300
Ann Arbor, Michigan 48104

564. *Journal of Accountancy*
1211 Avenue of the Americas
New York, New York 10036-8775

565. *Journal of Agricultural and Food Chemistry*
American Chemical Society
1155 16th Street, NW
Washington, D.C. 20036

566. *Journal of Allergy and Clinical Immunology*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

567. *Journal of Allied Health*
1101 Connecticut Avenue, NW
Suite 700
Washington, D.C. 20036

568. *Journal of American Oil Chemists Society*
2101 North Midway Road
Suite 160
P.O. Box 814449
Dallas, Texas

569. *Journal of American Ostopathic Association*
212 East Ohio Street
Chicago, Illinois 60611-3269

570. *Journal of Applied Photgraphic Engineering*
1101 Connecticut Avenue, NW
Suite 700
Washington, D.C. 20036

571. *Journal of Bacteriology*
1913 Eye Street, NW
Washington, D.C. 20036

572. *Journal of Behavioral Medicine*
233 Spring Street
New York, New York 10013

573. *Journal of the British Association of Teachers of the Deaf*
19 Wellington Street
Leicester LE1 6HH, England

574. *Journal of Cardiopulmonary Rehabilitation*
53 Park Place
New York, New York 10007

575. *Journal of Career Planning and Placement*
62 Highland Avenue
Bethlehem, Pennsylvania 18042

576. *Journal of Chemical Education*
1155 16th Street, NW
Washington, D.C. 20036

577. *Journal of Chemical Information and Computer Science*
1155 16th Street, NW
Washington, D.C. 20036

578. *Journal of Clinical Endocrinology and Metabolism*
428 East Preston Street
Baltimore, Maryland 21202

579. *Journal of Continuing Education in Nursing, The*
6900 Grove Road
Thorofare, New Jersey 08086

580. *Journal of Dental Research*
1111 14th Street, NW, Suite 1000
Washington, D.C. 20005

581. *Journal of Dental Education*
1625 Massachusetts Avenue, NW
Washington, D.C. 20036

582. *Journal of Environmental Health*
720 South Colorado Boulevard
Suite 970 South Tower
Denver, Colorado 80222

583. *Journal of Family Practice, The*
25 Van Zant Street
East Norwalk, Connecticut 06855

584. *Journal of Finance*
100 Trinity Place
New York, New York 10006

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Society of American Foresters
5400 Grosvenor Lane
Washington, D.C. 20014

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6900 Grove Road
Thorofare, New Jersey 08086

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1320 18th Street, NW
Washington, D.C. 20036

588. *Journal of Jewish Communal Service*
111 prospect Street
East Orange, New Jersey 07017

589. *Journal of the Kansas Bar Association, The*
1200 Harrison
P.O. Box 1037
Topeka, Kansas 66601

590. *Journal of Learning Disabilities*
5615 West Cermak Road
Cicero, Illinois 60650

591. *Journal of Long-Term Care Administration*
8120 Woodmont Avenue #200
Bethesda, Maryland 20814

592. *Journal of Metals*
420 Commonwealth Drive
Warrendale, Pennsylvania 15086

593. *Journal of Micrographics*
1100 Wayne Avenue, #1100
Silver Spring, Maryland 20910

594. *Journal of the Missouri Bar*
326 Monroe Street
Jefferson City, Missouri 65101

595. *Journal of the National Technical Association*
Black Collegiate Services, Inc.
1240 South Broad Street
New Orleans, Louisiana 70125

596. *Journal of Neurosurgery*
Dartmouth Medical School
Hanover, New Hampshire 03756

597. *Journal of Nuclear Medicine*
136 Madison Avenue
New York, New York 10016-6760

598. *Journal of Nursing Education*
6900 Grove Road
Thorofare, New Jersey 08086-9447

599. *Journal of Nursing Administration, The*
2350 Virginia Avenue
Hagerstown, Maryland 21740

600. *Journal of Nutrition Education*
1700 Broadway
Suite 300
Oakland, California 94617

601. *Journal of Obstetric, Gynecologic and Neonatal Nursing*
2350 Virginia Avenue
Hagerstown, Maryland 21740

602. *Journal of Occupational Medicine*
428 East Preston Street
Baltimore, Maryland 21202

603. *Journal of Orthopaedic and Sports Physical Therapy, The*
428 East Preston Street
Baltimore, Maryland 21202

604. *Journal of Parenteral and Enteral Nutrition*
428 East Preston Street
Baltimore, Maryland 21202

605. *Journal of the Patent and Trademark Office Society*
2021 Jefferson Davis Highway
Arlington, Virginia 22202

606. *Journal of Pathology*
Baffins Lane
Chichester
Sussex PO19 1UP, England

607. *Journal of Pediatrics, The*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

608. *Journal of Physical Education, Recreation and Dance*
1900 Association Drive
Reston, Virginia 22091

609. *Journal of Practical Nursing, The*
1080 Pear Tree Lane
Suite 151
St. Louis, Missouri 63074

610. *Journal of Property Management*
430 North Michigan Avenue
Chicago, Illinois 60611

611. *Journal of Prosthetic Dentistry*
11830 Westline Industrial Park
St. Louis, Missouri 63141

612. *Journal of Psychiatric Nursing*
6900 Grove Road
Thorofare, New Jersey

613. *Journal of Rehabilitation*
633 South Washington Street
Alexandria, Virginia 22314

614. *Journal of Rural and Small Schools*
Rural and Small Schools Consortium
Miller Hall 359
Western Washington University
Bellington, Washington 98225

615. *Journal of Taxation, The*
210 South Street
Boston, Massachusetts 02111

616. *Journal of Teacher Education*
80 South Early Street
Alexandria, Virginia 22304

617. *Journal of the Air Pollution Control Association*
Box 2861
Pittsburgh, Pennsylvania 15230

618. *Journal of the American Association of Occupational Health Nurses*
50 Lenox Pointe
Atlanta, Georgia 30324

619. *Journal of the American Dietetic Association*
208 South La Salle Street
Suite 1100
Chicago, Illinois 60604-1003

620. *Journal of the American Medical Women's Association*
465 Grand Street
New York, New York 10002

621. *Journal of the American Podiatry Association*
Box 5037
Station A
Champaign, Illinois 61820-9037

622. *Journal of the American Society for Information Science*
605 Third Avenue
New York, New York 10158

623. *Journal of the American Veterinary Medical Association*
930 North Meadham Road
Schaumburg, Illinois 60196

624. *Journal of the Arkansas Medical Society, The*
Box 7585
Little Rock, Arkansas 72217-7585

625. *Journal of the Audio Engineering Society*
60 East 42nd Street
New York, New York 10165-0075

626. *Journal of the Society of Dyers and Colorists*
P.O. Box 244
Perkin House
82 Grattan Road
Bradford, BD1 2JB
England

627. *Journal of the Tennessee Medical Association, The*
112 Louise Avenue
Nashville, Tennessee 37203

628. *Journal of Trauma, The*
428 East Preston Street
Baltimore, Maryland 21202

629. *Journal of Vacuum Science and Technology*
335 East 45th Street
New York, New York 10017-3483

630. *Journal of Vascular Surgery*
11830 Westline Industrial Drive
St. Louis, Missouri 63146

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15 West 16th Street
New York, New York 10011

632. *Journal—Water Pollution Control Federation*
601 Wythe Street
Alexandria, Virginia 22314-1994

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370 Lexington Avenue
New York, New York 10017

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112 West 7th Street
Topeka, Kansas 66603

635. *Kentucky Bench and Bar*
Kentucky Bar Association
West Main at Kentucky River
Frankfort, Kentucky 40601-1883

636. *Kitchen and Bath Business*
1501 Broadway
Room 930
New York, New York 10011

637. *Knitting Times*
386 Park Avenue South
New York, New York 10016

638. *LD&A Lighting Design and Application*
345 East 47th Street
New York, New York 10017

639. *LP/Gas*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

640. *Lab World*
401 North Broad Street
Philadelphia, Pennsylvania 19108

641. *Laboratory Equipment Digest*
30 Calderwood Street
Woolwich, London SE18 6OH
England

642. *Laboratory Medicine*
American Society of Pathologists
2100 West Harrison Street
Chicago, Illinois 60612

643. *Laboratory Management*
65 Bleecker Street
New York, New York 10012-2467

644. *Lancet, The*
7 Adam Street
London, WC2N 6AD
England

645. *Landscape Architecture*
1733 Connecticut Avenue, NW
Washington, D.C. 20009

646. *Landscape Management*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

647. *Landscape and Irrigation*
P.O. Box 156
Encino, California 91426-0156

648. *Language Monthly*
5 East Circus Street
Nottingham NG1 5AH
England

649. *Language Paper*
1341 Front Main Street
Walnut Creek, California 94596

650. *Laser Focus*
119 Russell Street
P.O. Box 1153
Littleton, Massachusetts 01460-0753

651. *Lasers and Optronics*
23868 Hawthorne Boulevard
Torrence, California 90505-5908

652. *Law and Order*
1000 Skokie Boulevard
Wilmette, Illinois 60091

653. *Lawn Care Industry*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

654. *Lawn and Garden Marketing*
9221 Quivira Road
Box 12901
Overland Park, Kansas 66212

655. *Leather*
International Journal of the Industry
Graeme House, Chorlton Place
Wilbraham Road
Manchester M21 1AQ
England

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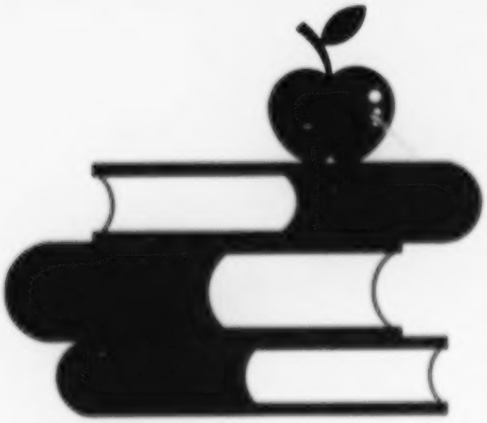
860 Busse Highway
Park Ridge, Illinois 60068



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Marion, Ohio 43305-1977

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1201 16th Street, NW
Washington, D.C. 20036

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Institute of Lighting Engineers
Lennox House
9 Lawford House, Rugby
Warwickshire CV21 2D2
England

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P.O. Box 425
Mount Morris, Illinois 61054-0425

661. *Linens, Domestics and Bath Products*
370 Lexington Avenue
New York, New York 10017

662. *Listener, The*
35 Marylebone High Street
London W1M 4AA, England

663. *Litho Week*
38-42 Hampton Road
Teddington, Middlesex TW11 05E
England

664. *Living Church, The*
816 East Juneau Avenue
Milwaukee, Wisconsin 43202

665. *Local Government Chronicle*
122 Minories
London EC3A 1NT, England

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850 Busse Highway
Park Ridge, Illinois 60068

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1111 Chester Avenue
Cleveland, Ohio 44114

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1 Pacific Street
Anne de Bellevue, PQ
Quebec, Canada H9X 1C5

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Journal of the Society of Logistic Engineers
SOLE International Headquarters
125 West Park Loop
Suite 201
Huntsville, Alabama 35806-1745

670. *Lubrication Engineering*
838 Busse Highway
Park Ridge, Illinois 60068

671. *Lutheran Standard, The*
426 South Fifth Street
Norwalk, Connecticut 06855

672. *Lutheran, The*
8765 West Higgins Road
Chicago, Illinois 60631

673. *MC: The Manufacturing Confectioner*
175 Rock Spring Road
Glen Rock, New Jersey 07452

674. *MCN: The American Journal of Maternal Child Nursing*
555 West 57th Street
New York, New York 10019-2961

675. *MIS Week*
7 East 12th Street
New York, New York 10003

676. *M.L.O.: Medical Laboratory Observor*
680 Kinderkamack Road
Oradell, New Jersey 07649

677. *MP—Materials Performance*
National Association of Corrosion Engineers
P.O. Box 218340
Houston, Texas 77218

678. *Machine Design*
1100 Superior Avenue
Cleveland, Ohio 44114

679. *Machinery and Production Engineering*
Franks Hall
Franks Lane
Horten Kirby, Kent DA4 9LL
England

680. *MacKnit—The Machine Knitters Magazine*
70 East Palisade Avenue
Englewood, New Jersey 07631

681. *Maine Townsman*
Community Drive
Augusta, Maine 04330

682. *Magazine of Bank Administration, The*
60 Gould Center
Rolling Meadows, Illinois 60008

683. *Magazine Design and Production*
4551 West 107th Street
Suite 343
Overland Park, Kansas 66207

684. *Mainstream—Magazine of the Able-Disabled*
2973 Beech Street
San Diego, California 92102

685. *Management*
6 River Bend
P.O. Box 4949
Stamford, Connecticut 06907-0949

686. *Management Accounting*
10 Paragon Drive
Montvale, New Jersey 07645-1760

687. *Management Science*
290 Westminster Street
Providence, Rhode Island 02903

688. *Management of World Wastes*
6255 Barfield Road
Atlanta, Georgia 30328

689. *Management Today*
Lancaster Gate
London W1A 3LP, England

690. *Manufactured Housing Dealer*
6229 Northwest Highway
Chicago, Illinois 60631

691. *Manufacturing Systems*
25W550 Geneva Road
Wheaten, Illinois 60188-2292

692. *Manufacturing Engineering*
P.O. Box 930
Dearborn, Michigan 48128

693. *Marine Engineering*
345 Hudson Street
New York, New York 10014

694. *Marketing News*
250 South Wacker Drive, Suite 200
Chicago, Illinois 60606-5819

695. *Maryland Horse*
201 West Padonia Road
Lutherville-Timonium, Maryland
21093

696. *Maryland State Medical Journal*
1211 Cathedral Street
Baltimore, Maryland 21201

697. *Masonry*
17W601 Fourteenth Street
Oakbrook Terrace
Villa Park, Illinois 60181

698. *Mass Transit*
1190 National Press Building, NW
Washington, D.C. 20045

699. *Material Handling Engineering*
1100 Superior Avenue
Cleveland, Ohio 44114

700. *Materials Evaluation*
4153 Arlingate Plaza
Caller #28518
Columbus, Ohio 43228-0518

701. *Materials Performance*
1440 South Creek
Houston, Texas 77084

702. *Meat Industry*
90 Throckmorton Avenue
P.O. Box 1059
Mill Valley, California 94942

703. *Meat Processing*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

704. *Mechanical Engineering*
345 East 47th Street
New York, New York 10017

705. *Medical Economics*
Box 55
Oradell, New Jersey 07649

706. *Medical Society of New Jersey*
The Journal of
370 Morris Avenue
Trenton, New Jersey 08611

707. *Medical Tribune*
275 Park Avenue
New York, New York 10010

708. *Medical World News*
50 Howard Street
San Francisco, California 94105

709. *Memphis*
460 Tennessee Street
P.O. Box 370
Memphis, Tennessee 38101

710. *Mental Retardation*
American Association of Mental
Retardation
1719 Kalorama Road, NW
Washington, D.C. 20009

711. *Metal Bulletin*
Metal Bulletin Journal, Ltd
Park House
3 Park Terrace Worcester Park
Surrey, England

712. *Metal Working News*
7 East 12th Street
New York, New York 10003

713. *Metal Construction*
Abington Hall
Abington, Cambridge CB1 6AL
England

714. *Metal Finishing*
One University Plaza
Hackensack, New Jersey 07601

715. *Metal Progress*
Route 87
Metals Park, Ohio 44256

716. *Metals and Materials*
1 Carlton House Terrace
London SW14 4DB, England

717. *Metro Magazine*
2512 Antesia Boulevard
Redondo Beach, California 90278

718. *Michigan Bar Journal*
306 Townsend Street
Lansing, Michigan 48933-2083

719. *Michigan Health Educator*
2843 Hilton Road
Ferndale, Michigan 48220

720. *Michigan Medicine*
P.O. Box 950
East Lansing, Michigan
48826-0950

721. *Michigan Osteopathic Journal*
33100 Freedom Road
Farmington, Michigan 48024

722. *Microcontamination*
2416 Wilshire Boulevard
Santa Monica, California 90403

723. *Microwave World*
1354 Union Village Circle
Clifton, Virginia 22024

724. *Microwaves and RF*
10 Mulholland Drive
Hasbrouck Heights, New Jersey
07604

725. *Military Market*
6883 Commercial Drive
Springfield, Virginia 22159

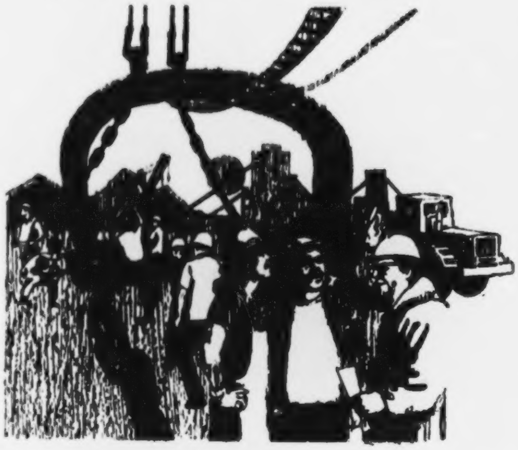
726. *Military Medicine*
P.O. Box 104
Kensington, Maryland 20795

727. *Milk Industry*
19 Cornwall Terrace
London NW1 4QP, England

728. *Milking and Baking News*
9000 West 67th Street
Merriam, Kansas 66202

729. *Milwaukee Lawyer Bar Association, The*
605 East Wisconsin Avenue
Milwaukee, Wisconsin 53202

730. *Mine and Quarry*
42 Grays Inn Road
London WC1X 8LR, England



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8307 Shaffer Parkway
Box 625002
Littleton, Colorado 80162-5002

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60 Worship Street
London ECA 2HO, England

733. *Minnesota Cities*
183 University Avenue, East
St. Paul, Minnesota 55101

734. *Minnesota Medicine*
2221 University Avenue SE
Suite 400
Minneapolis, Minnesota 55414

735. *Minority Engineer*
44 Broadway
Greenlawn, New York 11740

736. *Mississippi State Medical Association Journal*
735 Riverside Drive
Jackson, Mississippi 39202

737. *Mobile/Manufacturing Home Merchandiser*
203 North Wabash, Suite 800
Chicago, Illinois 60601

738. *Mobile and Holiday Homes*
Link House, Dingwall Avenue
Croyden CR9 2TA, England

739. *Modern Brewery Age*
22 South Smith Street
P.O. Box 5550
Norwalk, Connecticut 06856

740. *Modern Casting*
Golf & Wolf Roads
Des Plaines, Illinois 60016-2277

741. *Modern Grocer*
15 Emerald Street
Hackensack, New Jersey 07601

742. *Modern Healthcare*
740 North Rush Street
Chicago, Illinois 60611

743. *Modern Jeweler*
400 Knightsbridge Parkway
Lincolnshire, Illinois 60069

744. *Modern Packaging*
1350 Touhy Place
Des Plaines, Illinois 60018

745. *Modern Paint and Coatings*
6285 Barfield Road
Atlanta, Georgia 30328

746. *Modern Plastics*
P.O. Box 730
Highstown, New Jersey 10020

747. *Modern Railroads*
20 North Wacker Drive, Suite 1725
Chicago, Illinois 60606

748. *Modern Recording*
1120 Old Country Road
Plainview, New York 11803

749. *Modern Salon*
400 Knightsbridge Parkway
Lincolnshire, Illinois 60069

750. *Modern Tire Dealer*
633 Third AVenue
New York, New York 10017

751. *Morgan Horse, The*
The American Morgan Horse
Association
P.O. Box 1
Westmoreland, New York 13490

752. *Mortgage Banking*
Mortgage Bankers Association of
America
1125 15th Street, NW
Washington, D.C. 20005

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P.O. Box 70
Hendersonville, North Carolina
28793

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950 Lar Street
Des Plaines, Illinois 60016

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Quadrant House
The Quadrant
Sutton, Surrey
SM2 5AS, England

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P.O. Box 19531
Irvin, California 92713

757. *Multi-Housing News*
1515 Broadway
24th Floor
New York, New York 10036

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178-202 Great Portland Street
London W1N 6NH, England

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360 Talbot Street
P.O. Box 399, St. Thomas
Ontario, N5P 3V3, Canada

760. *Municipality, The*
122 West Washington Avenue
Room 301
Madison, Wisconsin 53703

761. *NABE News*
National Association for Bilingual Education
1201 16th Street, NW
Room 408
Washington, D.C. 20036

762. *NAEA News*
1916 Association Drive
Reston, Virginia 22091

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1320 18th Street, NW
Washington, D.C. 20036

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National Association of Social Workers
7981 Eastern Avenue
Silver Spring, Maryland 20910

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P.O. Box 1906
Mission, Kansas 66201

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National Employment Listing for the Criminal Justice System and Social Services
Criminal Justice Center
Sam Houston State University
Huntsville, Texas 77341

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New Jersey Education Association
180 W State Street
P.O. Box 1211
Trenton, New Jersey 08607

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950 Lee Street
Des Plaines, Illinois 60016

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633 South Washington Street
Alexandria, Virginia 22314

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1240 South Broad Street
New Orleans, Louisiana 70125

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72 Fifth Avenue
New York, New York 10011

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1010 Vermont Avenue, NW
Suite 408
Washington, D.C. 20005

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Wall Street Journal
420 Lexington Avenue
New York, New York 10170

774. *National Catholic Reporter*
P.O. Box 419281
Kansas City, Missouri 64141

775. *National Defense*
Rosslyn Center, Suite 900
1700 North Moore Street
Arlington, Virginia 22209

776. *National Education*
P.O. Box 466
Wellington, New Zealand

777. *National Engineer*
National Association of Power
Engineers, Inc.
Suite 115
2350 East Devon Avenue
Des Plaines, Illinois 60603

778. *National Fisherman*
12 Elm Street
Camden, Maine 04843-0639

779. *National Law Journal, The*
111 Eighth Avenue
New York, New York 10011

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65 Bleecker Street
New York, New York 10012

781. *Nature—International Weekly of Journal of Science*
P.O. Box 1501
Neptune, New Jersey 07753

782. *Natural History*
P.O. Box 5000
Harlan, Iowa 51593-4257

783. *National Home Center News*
425 Park Avenue
New York, New York 10022

784. *National Jeweler*
1515 Broadway
New York, New York 10022

785. *National Mall Monitor*
2535 Landmark Drive
Suite 207
Clearwater, Florida 33519

786. *National Provisioner, The*
15 West Huron Street
Chicago, Illinois 60610

787. *National Public Accountant, The*
1010 North Fairfax Street
Alexandria, Virginia 22314

788. *National Review*
150 East 35th Street
New York, New York 10016

789. *National Underwriter, The*
175 West Jackson Boulevard
Chicago, Illinois 60604

790. *Nation's Restaurant News*
425 Park Avenue
New York, New York 10022

791. *Naval Affairs*
1303 New Hampshire Avenue, NW
Washington, D.C. 20036

792. *Navy Times*
6883 Commercial Drive
Springfield, Virginia 22159

793. *Nebraska Farmer*
5601 O Street
P.O. Box 81208
Lincoln, Nebraska 68510

794. *News, The*
Air Conditioning, Heating, and
Refrigeration
P.O. Box 2600
Troy, New York 48007

795. *New Beacon, The*
The Journal of Blind Welfare
338-346 Goswell Road
London, EC1V 7JE
England

796. *New England Advertising Week*
100 Boylston Street
Boston, Massachusetts 02116

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P.O. Box 806
Rockport, Maine 04856

798. *New England Journal of Medicine, The*
10 Shattuck Street
Boston, Massachusetts 02115-6094

799. *New England Printer and Publisher*
P.O. Box 810
12 Carleton Drive
Newburyport, Massachusetts 01950

800. *New Jersey Law Journal*
American Lawyer Newspapers
238 Mulberry Street
P.O. Box 20081
Newark, New Jersey 07101

801. *New Jersey Medicine*
Two Princess Road
Lawrenceville, New Jersey 08648

802. *New Physician, The*
P.O. Box 131, 14650 Lee Road
Chantilly, Virginia 22021

803. *New Republic, The*
Journal of Politics and the Arts
1220 19th Street, NW
Washington, D.C. 20036

804. *New Scientist*
1-19 New Oxford Street
London, WC1A 1NG, England

805. *New Society*
30 Southhampton Street
London, E2 8DQ, England

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Foundation House
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38 Kingsland Road
London, E2 8DQ, England

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250 West 57th Street
New York, New York 10019

808. *New York State Bar Journal, The*
New York Bar Association
One Elk Street
Albany, New York 12207

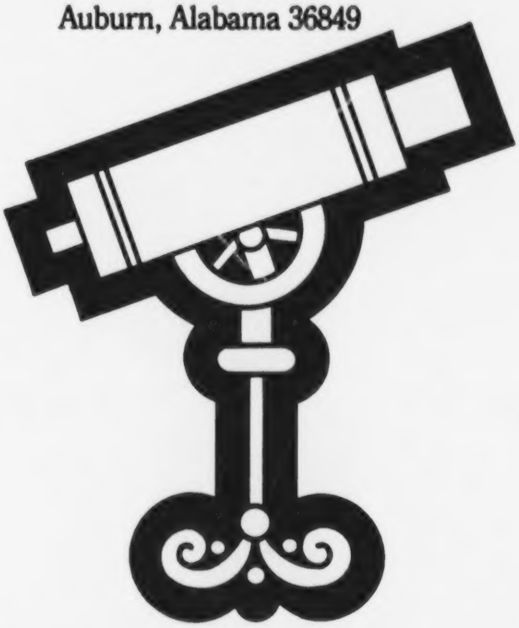
809. *New York State Journal of Medicine*
420 Lakeville Road
Lake Success, New York 11042

810. *New Zealand Engineering*
Third Floor Molesworth House
P.O. Box 12241
Wellington, New Zealand

811. *New Zealand Law Journal, The*
P.O. Box 472
Wellington, New Zealand

812. *News Photographer*
National Press Photographers
Association
3200 Croasdaile Drive, Suite 306
Durham, North Carolina 27705

813. *Noise Control Engineering*
Auburn University
Dept. of Mechanical Engineering
247 Willmore Labs
Auburn, Alabama 36849



814. *Northeast Training News*
176 Federal Street
Boston, Massachusetts 02110

815. *North Carolina Medical Journal*
North Carolina Medical Society
222 North Person Street
Raleigh, North Carolina 27611

816. *North Carolina State Bar Quarterly, The*
North Carolina Bar
208 Fayetteville Street Mall
P.O. Box 25908
Raleigh, North Carolina 27601

817. *Northern Logger, The*
Northeastern Loggers Association
P.O. Box 69
Old Forge, New York 13420

818. *Northeast Oil World*
1900 Grant Street
Suite 400
P.O. Box 1917
Denver, Colorado 80201-1917

819. *Northwest Dentistry*
2236 Marshall Avenue
St. Paul, Minnesota 55104

820. *Nuclear News*
1601 Connecticut Avenue, NW
Washington, D.C. 20009

821. *Nuestro*
P.O. Box 40874
Washington, D.C. 20013

822. *Nurse Educator*
2350 Virginia Avenue
Hagerstown, Maryland 21740

823. *Nurse Practitioner*
3000 Northrup Way
Suite 200
P.O. Box 96043
Bellerne, Washington 98004

824. *Nursing '87*
111 Bethlehem Pike
Springhouse, Pennsylvania 19477

825. *Nursing Outlook*
555 West 57th Street
New York, New York 10019-2961

826. *Nursing Research*
555 West 57th Street
New York, New York 10019-2961

827. *Nursing Times*
4 Little Essex Street
London, WC2R 3LF

828. *Nursery Business*
3023 Eastland Boulevard
Suite 103
Clearwater, Florida 34621

829. *Nurseworld Journal*
Wheaton, Massachusetts 02193

830. *OECD Economic Outlook*
2001 L Street
#700
Washington, D.C. 20036

831. *OST: American Radio Relay League*
225 Main Street
Newington, Connecticut 06111

832. *Obstetrics and Gynecology*
52 Vanderbilt Avenue
New York, New York 10017

833. *Occupational Health*
255 North New Road
Waco, Texas 76710

834. *Occupational Safety and Health*
Cannon House, The Priory
Queensway, Birmingham B4 6BS
England

835. *Ocean Industry*
3301 Allen Parkway
Houston, Texas 77252-7608

836. *Office Products Dealer*
Hitchcock Building
25W550 Geneva Road
Wheaton, Maryland 60188

837. *Office World News*
645 Stewart Avenue
Garden City, New Jersey 11530

838. *Officer, The*
1 Constitution Avenue
Washington, D.C. 20002

839. *Off-Shore Engineer*
Thomas Telford House
1 Heron Quay
London E14 9XF
England

840. *Oil & Gas Journal, The*
1421 South Sheridan Road
Box 1260
Tulsa, Oklahoma 74101

841. *Oklahoma Bar Association*
P.O. Box 53036
Oklahoma City, Oklahoma 73152

842. *Opportunity*
6 North Michigan Avenue
Chicago, Illinois 60602

843. *Optical Engineer*
P.O. Box 10
Bellingham, Washington 98227-0010

844. *Optical Index*
827 7th Avenue
New York, New York 10019

845. *Optical Management*
5 North Greenwich Road
Armonk, New York 10504

846. *Optometric Monthly*
101 East Ontario Street
Chicago, Illinois 60611

847. *Oregon State Bar Bulletin*
Oregon State Bar Center
5200 S.W. Meadows Road
Lake Oswego, Oregon 97035

848. *Ornament*
1221 South LaCienga
Los Angeles, California 90035

849. *Orthopaedic Review*
116 West 32nd Street
New York, New York 10001

850. *Orthopedics Today*
6900 Grove Road
Thorofare, New Jersey 08086

851. *Other Side, The*
300 West Apsley Street
Philadelphia, Pennsylvania 19144

852. *Overdrive*
P.O. Box 3187
Tuscaloosa, Alabama 35403

853. *Outside*
Continental Bank Building
1165 North Clark Street
Chicago, Illinois 60610

854. *Owner Operator*
Chilton Way
Radnor, Pennsylvania 19089

855. *P&IM Review*
Production and Inventory Management Review
2021 Coolidge Street
Hollywood, Florida 33020-2427

62

856. *PC Week*
One Park Avenue
New York, New York 10016

857. *PIMA Magazine*
American Paper Industry
2400 East Oakton Street
Arlington Heights, Illinois 60005

858. *POB—Point of Beginning*
P.O. Box 810
Wayne, Mississippi 48184

859. *PT Distributor, The*
1100 Superior Avenue
Cleveland, Ohio 44114

860. *Pacific Fishing*
1515 NW 51st Street
Seattle, Washington 98107

861. *Pacific Islands Monthly*
P.O. Box 22250
Honolulu, Hawaii 96822

862. *Packaging*
275 Washington Street
Newton, Massachusetts 02158-1630

863. *Package Printing and Converting*
401 North Broad Street
Philadelphia, Pennsylvania 19108

864. *Paper*
Sovereign Way
Tonbridge, Kent
TN9 1RW, England

865. *Paper Age*
70 Oak Street
Norwood, New Jersey 07648

866. *Paper Trade Journal*
133 East 58th Street
New York, New York 10022

867. *Paper and Twine Journal*
540 Ocean Parkway #5P
Brooklyn, New York 11218

868. *Paperboard Packaging*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

869. *Paper, Film and Foil Converter*
29 North Wacker Street
Chicago, Illinois 60606

870. *Paper Sales*
747 Third Avenue
New York, New York 10017

871. *Paraplegis News*
5201 North 19th Avenue, Suite 108
Phoenix, Arizona 85015

872. *Paper Technology and Industry*
Pira House, Randalls Road
Leatherhead, Surrey
KT22 7RU, England

873. *Parents Voice*
Journal of the National Society for
Handicapped Children
MENSAP Center
123 Golden Lane
London EC1Y 0RT, England

874. *Park Maintenance*
P.O. Box 1936
Appleton, Wisconsin 54913-1936

875. *Passenger Transport*
American Transport Association
1225 Connecticut Avenue, NW,
Suite 200
Washington, D.C. 20036

876. *Pediatrics*
American Academy of Pediatrics
P.O. Box 927
Elk Grove Village, Illinois
60009-0927

877. *Pediatric News*
12230 Wilkins Avenue
Rockville, Maryland 20852

878. *Pediatric Nursing*
North Woodbury Road
Box 56
Pitman, New Jersey 08071

879. *Pennsylvania Law Journal Reporter*
10th and Spring Garden Streets
Philadelphia, Pennsylvania 19123

880. *Pennsylvania Lawyer, The*
100 South Street
P.O. Box 186
Harrisburg, Pennsylvania 17108

881. *Pennsylvania Medicine*
20 Erford Road
Lemoyne, Pennsylvania 17043

882. *Pennsylvania Dental Journal*
3501 North Front Street
P.O. Box 3341
Harrisburg, Pennsylvania 17105

883. *Pennsylvanian*
2941 North Front Street
Harrisburg, Pennsylvania 17110

884. *Pensions and Investment Age*
740 Rush Street
Chicago, Illinois 60611

885. *Pension World*
6255 Barfield Place
Atlanta, Georgia 30328

886. *Perception*
55 Parkdale Avenue
Ottawa, Ontario K1Y 4G1,
Canada

887. *Performance and Instruction*
1126 Sixteenth Street, NW
Suite 102
Washington, D.C. 20036

888. *Perfumer and Flavorist*
P.O. Box 318
Wheaton, Illinois 60189

889. *Perinatal Press*
Perinatal Center
Sutter Memorial Hospital
52nd and F Streets
Sacramento, California 95819

890. *Perinatology-Neonatology*
1640 Fifth Street
Santa Monica, California 90401

891. *Personnel Journal*
245 Fischer Avenue, B-2
Costa Mesa, California 92626

892. *Personnel Management*
3 New Burlington Street
London, W1X 2AA
England

893. *Perspectives in Psychiatric Care*
11 Madison Avenue
Westwood, New Jersey 07675

894. *Perspective on Aging*
National Council on Aging
600 Maryland Avenue,
West Wing, SW
Washington, D.C. 20024

895. *Pest Control*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

896. *Pet Age*
South Wabash Avenue
Chicago, Illinois 60604

897. *Pet Dealer, The*
567 Morris Avenue
Elizabeth, New Jersey 07208

898. *Petroleum Engineer International*
P.O. Box 1589
Dallas, Texas 75221-1589

899. *Petroleum Marketer*
P.O. Box 507
West Haven, Connecticut 06516

900. *Pharmacy Times*
80 Shore Road
Port Washington, New York 11050

901. *Pharmaceutical Technology*
859 Willamette Street
P.O. Box 10460
Eugene, Oregon 07440-1946

902. *Pharmaceutical Executive*
859 Willamette Street
P.O. Box 10460
Eugene, Oregon 97440-1046

903. *Phi Beta Kappan*
Eighth & Union
Box 789
Bloomington, Indiana 47402

904. *Photo Business*
1515 Broadway
New York, New York 10036

905. *Photo Lab Management*
1312 Lincoln Boulevard
Santa Monica, California 90401

906. *Photo Marketing*
3000 Picture Place
Jackson, Mississippi 49201

907. *Photogrammetric Engineering Remote Sensing*
210 Little Falls Street
Falls Church, Virginia 22046

908. *Photographic Processing*
210 Crossways Park Drive
Woodbury, New York 11797

909. *Physical Therapy*
1111 North Fairfax Street
Alexandria, Virginia 22314

910. *Physics Bulletin*
47 Belgrave Square
London, SW1X 8QX, England

911. *Physics Education*
Techno House
Radcliffe Way
Bristol BS1 6NX, England

912. *Physics Teacher, The*
Department of Physics
University of Rhode Island
Kingston, Rhode Island 02881

913. *Physics Today*
American Institute of Physics
500 Sunnyside Boulevard
Woodbury, New York 11797

914. *Physicians Management*
P.O. Box 6277
Duluth, Minnesota 55806

915. *Physicians Assistant*
Academy of Physicians Assistants
117 North Nineteenth Street
Arlington, Virginia 22209

916. *Pipeline and Gas Journal*
P.O. Box 6369
Duluth, Minnesota 55806

917. *Pipeline Digest*
P.O. Box 55225
1840 Ridgecrest
Houston, Texas 77255

918. *Pipe Line Industry*
3310 Allen Parkway
Houston, Texas 77019

919. *Pit and Quarry*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

920. *Plant Disease*
3340 Pilot Knob Road
St. Paul, Minnesota 55121

921. *Plant Engineering*
1301 South Grove Avenue
P.O. Box 1030
Barrington, Illinois 60010

922. *Plan and Print*
Magazine for Design and Reprographic Management
611 East Butterfield Road, Suite 104
Lombard, Illinois 60148

923. *Plane and Pilot*
16000 Ventura Boulevard
Suite 800
Enrico, California 91436-2782

924. *Plastics Engineering*
14 Fairfield Drive
Brookfield Center, Connecticut
06805

925. *Plastics Technology*
633 Third Avenue
New York, New York 10017

926. *Plastics World*
275 Washington Street
Newton, Massachusetts 02158

927. *Plating and Surface Finishing*
12644 Research Parkway
Orlando, Florida 32826-3298

928. *Plays and Players*
445 Brighton Road
South Croydon
Surrey, CR2 6EU England

929. *Playthings*
51 Madison Avenue
New York, New York 10010

930. *Plywood and Panel World*
6105 McDonough Street
P.O. Box 2268
Montgomery, Alabama 36197

931. *Police Review*
14 St. Cross Street
London EC1N 8FE, England

932. *Pollution Engineering*
1935 Sherman Road
Northbrook, Illinois 60062

933. *Pool and Spa News*
3923 West 6th Street
Los Angeles, California 90020

934. *Popular Electronics*
P.O. Box 240
Massapequa Park, New York 11762

935. *Popular Mechanics*
P.O. Box 10064
Des Moines, Iowa 50350

936. *Popular Science*
380 Madison Avenue
New York, New York 10017

937. *Popular Communications*
76 North Broadway
Hicksville, New York 11801

938. *Popular Woodworking*
1300 Galaxy Way
Concord, California 94520

939. *Post Magazine*
58 Fleet Street
London EC4Y 1JU
England

940. *Postal Record, The*
100 Indiana Avenue, NW
Washington, D.C. 20001

941. *Potentials in Marketing*
50 South Ninth Street
Minneapolis, Minnesota 55402

942. *Power*
11 West 19th Street
New York, New York 10010

943. *Power Engineering*
1421 South Sheridan Road
Tulsa, Oklahoma 74112

944. *Power Transmission Design*
1100 Superior Avenue
Cleveland, Ohio 44114

945. *Practical Boat Owner*
Westover, West Quay Road
Poole, Dorset BH15 1JG, England

946. *Prairie Farmer*
580 Waters Edge
Lombard, Illinois 60148

947. *Pre-K Today*
730 Broadway
New York, New York 10003

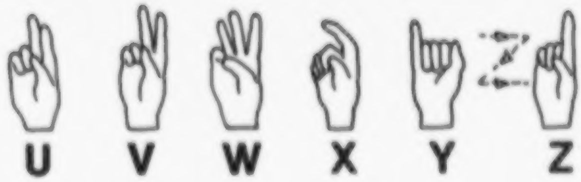
948. *Precision Metal*
1100 Superior Avenue
Cleveland, Ohio 44114

949. *Presbyterian Outlook, The*
3711 Saunders Avenue
Richmond, Virginia 23227

950. *Presbyterian Record*
50 Wynford Drive
Don Mills, Ontario M3C 1J7,
Canada

951. *Preservation News-National Trust for Historic Preservation*
1785 Massachusetts Avenue, NW
WAshington, D.C. 20036

952. *Previews*
1180 Avenue of the Americas
New York, New York 10016



953. *Printing World*
Benn Publishing Ltd.
Sovereign Way
Tonbridge, Kent
TN9 1RW England

954. *Private Carrier, The*
1320 Braddock Place
Suite 720
Alexandria, Virginia 22314

955. *Private Eye*
78 York Road
London, SW11, England

956. *Private Pilot, The*
3 Burroughs
Irvine, California 92718

957. *Process Biochemistry*
1100 Superior Avenue
Cleveland, Ohio 44114

958. *Process Engineering*
Calderwood Street
London SE18 6QH, England

959. *Production Engineering*
1100 Superior Avenue
Cleveland, Ohio 44114

960. *Products Finishing*
6600 Clough Pike
Cincinnati, Ohio 45244-4090

961. *Product Marketing*
345 Park Avenue, South
New York, New York 10010

962. *Professional Builder*
1350 Touhy Place
Des Plaines, Illinois 60018

67

963. *Professional Engineer*
Rochester House
66 Little Ealing Lane
London W54XX, England

964. *Professional Furniture Merchant*
180 Allen Road, NE
#300 South B1
Atlanta, Georgia 30328

965. *Professional Photographer, The*
1090 Executive Way
Des Plaines, Illinois 60018

966. *Profesional Pilot*
3014 Colvin Street
Alexandria, Virginia 22314

967. *Professional Carwashing and Detailing Magazine*
8 Stanley Circle
Latham, New York 12110

968. *Professional Roofing*
One O'Hare Center
6250 River Road
Rosemont, Illinois 60018

969. *Professional Safety*
1800 East Oak Street
Des Plaines, Illinois 60018-2187

970. *Profitable Craft Merchandising*
News Plaza
P.O. Box 1790
Peoria, Illinois 61656

971. *Progressive Architecture*
1100 Superior Avenue
Cleveland, Ohio 44114

972. *Proofs*
1421 South Sheridan
Tulsa, Oklahoma 74112

973. *Provider*
American Health Care Association
1200 15th Street, NW
Washington, D.C. 20005

974. *Psychiatric Annuls*
6900 Grove Street
Thorofare, New Jersey 08086

975. *Psychiatric News*
1400 K Street, NW
Washington, D.C. 20006

976. *Psychology Today*
1200 17th Street, NW
Washington, D.C. 20036

977. *Psychotherapy Bulletin, The*
388 Lydecker Street
Engelwood, New Jersey 07631

978. *Public Interest Employment Report*
10 East 53rd Street
New York, New York 10022

979. *Public Power*
American Public Power Association
2301 M Street, NW
Washington, D.C. 20037

980. *Public Relations Journal*
845 Third AVenue
New York, New York 10022

981. *Public Works*
200 South Broad Street
Ridgewood, New Jersey 07451

982. *Publishers' Auxilary*
1627 K Street, NW
Washington, D.C. 20006

983. *Publishers Weekly*
248 West 17th Street
New York, New York 10011

984. *Pulp and Paper Canada*
1450 Don Mills Road
Don Mills, Ontario M3B 2X7
Canada

985. *Puppetry Journal*
8005 Swallow Road
Macedonia, Ohio 44056

986. *Purchasing*
270 St. Paul Street
Denver, Colorado 80206

987. *Purchasing and Supply Management*
Institute of Purchasing and Supply
Easton House
Easton-on-the-Hill
Stamford, Lincs PEP 3N2
England

988. *Purchasing World*
6521 Davis Industrial Highway
Solon, Ohio 44139

989. *Quality*
25W550 Geneva Building
Wheaton, Illinois 60188

990. *Quality Cities-88, The*
P.O. Box 1757
201 West Park Avenue
Tallahassee, Florida 32302

991. *Quarry Management*
7 Regent Street
Nottingham NG1 5BY, England

992. *Quick Frozen Foods*
80 Eighth Avenue
Suite 801
New York, New York 10011

993. *Quill, The*
53 West Jackson Boulevard
Suite 731
Chicago, Illinois 60604

994. *Quill and Quire*
56 The Esplanade
Toronto, Ontario M5E 1A7
Canada

995. *RN*
Box 1522
Neptune, New Jersey 07754

996. *RSI—Roofing, Siding, Insulation*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

997. *RSC—Refrigeration Service and Contracting*
755 West Big Beaver
Troy, Mississippi 48084

998. *RT & S: Railway Track and Structures*
345 Hudson Street
New York, New York 10014

999. *RV Business*
P.O. Box 2000
Aoura, California 91301

1000. *Radiologic Technology*
15000 Central Avenue, SE
Albuquerque, New Mexoci 87123

1001. *Railway Age*
345 Hudson Street
New York, New York 10014

1002. *Registered Representative*
18818 Teller Avenue
Suite 280
Irvine, California 92715

1003. *Rehabilitation Nursing*
2506 Grosse Point Road
Evanston, Illinois 60201

1004. *Reinforced Plastics*
238A High Street
Uxbridge, UB8 1UA
Middlesex, England

1005. *Rent All*
7500 Old Oak Boulevard
Clelveland, Ohio 44130

1006. *Rental Age*
1900 19th Street
Moline, Illinois 61265

1007. *Resort and Hotel Management*
2431 Morena Boulevard
San Diego, California 81553

1008. *Restaurant Hospitality*
1100 Superior Avenue
Cleveland, Ohio 44114

1009. *Restaurant Management*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

1010. *Restaurants and Institutions*
Cahners Plaza
1350 East Touhy
P.O. Box 5080
Des Plaines, Illinois 60017

1011. *Restaurant Business*
633 Third Avenue
New York, New York 10017

1012. *Retired Officer, The*
201 North Washington Street
Alexandria, Virginia 22314

1013. *Rhodes Report, The*
P.O. Box 1205
New Port Richey, Florida 34291

1014. *Rock Products*
300 West Street
Chicago, Illinois 60606

1015. *Rotor and Wing*
News Plaza, Box 1797
Peoria, Illinois 61656

1016. *Rubber World*
P.O. Box 5485
1867 West Market Street
Akron, Ohio 44313

1017. *Rural Heritage*
P.O. Box 516
Albia, Iowa 52531

1018. *Russian-Orthodox Journal, The*
241 Lexington Street
Building 18, Apt. 2-B
Woburn, Massachusetts 01801

1019. *S/V—Sound and Vibration*
27101 East Oviatt Road
P.O. Box 40416
Bay Village, Ohio 44140

1020. *SH—Safety and Health*
National Safety Council
444 North Michigan Avenue
Chicago, Illinois 60611

1021. *SMPTE Journal*
595 West Hartsdale Avenue
White Plains, New York 10607

1022. *Saddle and Bridle*
375 North Jackson
St. Louis, Missouri 63130

1023. *Saddle Horse Report*
1211 East Lane
P.O. Box 1007
Shelbyville, Tennessee 37160

1024. *Sail*
Charlestown Navy Yard
100 First Avenue
Charlestown, Massachusetts 02129

1025. *Sailing World*
111 East Avenue
Norwalk, Connecticut 06851

1026. *Sailplane and Gliding*
281 Queen Edith's Way
Cambridge, CB1 4NH
England

1027. *Sales & Marketing Management*
633 Third Avenue
New York, New York 10017

1028. *Sanitary Management*
Box 694
2100 West Florist Avenue
Milwaukee, Wisconsin 53201-0694

1029. *Satellite Communications*
6300 South Syracuse Way
Suite 650
Englewood, Colorado 80111

1030. *Savvy*
3 Park Avenue
New York, New York 10016

1031. *School & Community*
P.O. Box 458
Columbia, Maryland 65205

1032. *Scholastic Coach*
730 Broadway
New York, New York 10003

1033. *School Shop*
416 Longshore Drive
P.O. Box 8623
Ann Arbor, Michigan 48107

1034. *School Library Journal*
P.O. Box 1978
Marion, Ohio 43305-1978

1035. *Science*
American Association of the
Academy of Science
1313 Massachusetts Avenue, NW
Washington, D.C. 20005

1036. *Science and Children*
1742 Connecticut Avenue, NW
Washington, D.C. 20009

1037. *Sciences, The*
The New York Academy of
Sciences
2 East 63rd Street
New York, New York 10017

1038. *Scientist, The*
21 Elm Street
Camden, Maine 04843

1039. *Science Teacher, The*
1742 Connecticut Avenue, NW
Washington, D.C. 20009

1040. *Screen International*
6 Great Chapel Street
London, W1V 4BR, England

1041. *Screen Printing*
407 Gilbert Avenue
Cincinnati, Ohio 45202

1042. *Sculpture*
1050 Potomac Street, NW
Washington, D.C. 20007

1043. *Sea Business*
21 Elm Street
Camden, Maine 04843

1044. *Sea Technology*
1117 North 19th Street
Suite 1000
Arlington, Virginia 22209

1045. *Security Distributing and Marketing*
275 Washington Street
Newton, Massachusetts 02158-1630

1046. *Security World*
1350 East Touhy Avenue
P.O. Box 5080
Des Plaines, Illinois 60018

1047. *Security Management*
1655 North Fort Meyer Drive
Suite 1200
Arlington, Virginia 22209

1048. *Self-Service Storage*
P.O. Box 110
Eureka Springs, Arizona
72632-0110

1049. *Selling Sporting Goods*
717 North Michigan Avenue
Chicago, Illinois 60611

1050. *Semiconductor International*
275 Washington Street
Newton, Massachusetts 02158-1630

1051. *Senior Citizen News*
National Council of Senior Citizens
925 15th Street, NW
Washington, D.C. 20005

1052. *Services*
Building Services Contracts
Association
10201 Lee Highway
Suite 225
Fairfax, Virginia 22030

1053. *Sew Business*
1515 Broadway
New York, New York 10036

1054. *Ship and Boat International*
16 Lower Marsh
London, SE1 7RJ
England

1055. *Shoe Service*
1740 East Joppa Road
Suite 1
Baltimore, Maryland 21234

1056. *Showcase*
350 Fifth Avenue
New York, New York 10118

1057. *Show Horse*
P.O. Box 1270
Bangor, Maine 04401

1058. *Signal*
4400 Fair Lakes Court
Fairfax, Virginia 22203-3899

1059. *Signs of the Times*
407 Gilbert Avenue
Cincinnati, Ohio 45202

1060. *Signcraft*
1938 Hill Avenue
P.O. Box 06031
Fort Meyers, Florida 33906

1061. *Ski Business*
537 Post Road
Darien, Connecticut 06820

1062. *Ski Area Management*
45 Main Street North, P.O. Box 644
Woodbury, Connecticut 06798

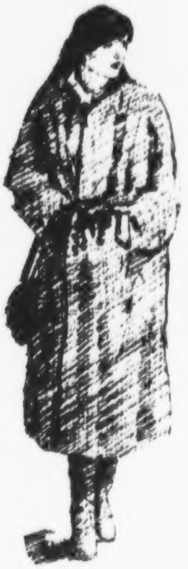
1063. *Skiing Trade News*
One Park Avenue
New York, New York 10016

1064. *Sky and Telescope*
P.O. Box 9111
Belmont, Massachusetts 02178-9111

1065. *Snack Food*
747 Third Avenue
New York, New York 10017

1066. *Soap/Cosmetics/Chemical Specialties*
101 West 31st Street
New York, New York 10001

1067. *Social Work Today*
4 Little Essex Street
London, WC2 3LF
England



1068. *Social Casework*
1170 West Lake Park Drive
Milwaukee, Wisconsin 53224

1069. *Sojourners*
1321 Otis Street, NE
Box 29272
Washington, D.C. 20017

1070. *Solar Age Magazine*
Solar Vision, Inc.
120 Wilton Road, Box 470
Peterborough, New Hampshire
03458

1071. *Solicitors Journal*
21-27 Lamb's Conduit Street
London WC1N 3NJ, England

1072. *Solid Fuel*
Harling House
47-51 Great Suffolk Street
London SE1 0BS, England

1073. *Solid State Technology*
14 Vanderventer Avenue
Port Washington, New York 11050

1074. *Solid Wastes Management Newsletter*
6285 Barfield Road
Atlanta, Georgia 30308

1075. *Solutions*
10777 Sunset Office Drive, Suite 10
St. Louis, Missouri 63127

1076. *Southern Pulp and Paper Manufacturer*
American Paper Maker
75 Third Street, NW
Atlanta, Georgia 30308

1077. *Southern Medical Journal*
35 Lakeshore Drive
P.O. Box 190088
Birmingham, Alabama 35219-0088

1078. *Spa and Sauna*
P.O. Box 19531
Irvine, California 92713

1079. *Special Libraries*
1700 Eighteenth Street, NW
Washington, D.C. 20009

1080. *Speciality Salesman & Business Opportunities*
307 North Michigan
Chicago, Illinois 60601

1081. *Specifying Engineer*
1350 Touhy Road
Des Plaines, Illinois 60018

1082. *Sporting Goods Dealer, The*
1212 North Lindbergh Boulevard
St. Louis, Missouri 63132

1083. *Star, The*
B'nai B'rith District One
823 UN Plaza
New York, New York 10017

1084. *Stone in America*
American Monument Association
933 High Street, Suite 220
Worthington, Ohio 43085

1085. *Structural Engineer, The*
11 Upper Belgrave Street
London, SW1X 8BH, England

1086. *Successful Farming*
1716 Locust Street
Des Moines, Iowa 50336

1087. *Sugar Journal*
4640 South Carrollton Avenue
New Orleans, Louisiana 70119

1088. *Supermarket News*
7 East 12th Street
New York, New York 10003

1089. *Supply House Times*
7574 Lincoln Avenue
Skokie, Illinois 60077

1090. *Surgical Rounds*
80 Shore Road
Port Washington, New York 11050

1091. *Surveyor*
Room 216
Carew House
Wallington, Surrey SM6 0DX
England

1092. *Swimming Pool Weekly and Swimming Pool Age*
6255 Barfield Road
Atlanta, Georgia 30328

1093. *Swimming World and Junior Swimmer*
116 West Hazel
Ingelwood, California 90302

1094. *TLS—The Times Literary Supplement*
Priory House
St. James Lane
London, EC1M 4BX, England

1095. *Tableware International*
Queensway House, 1 Queensway
Redhill, Surrey RH1 1QS, England

1096. *Tappi Journal*
Technology Park/Atlanta
P.O. Box 105113
Atlanta, Georgia 30338

1097. *Teaching Exceptional Children 100*
The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091-1589

1098. *Tech Air*
Oldebourne House
46-47 Chancery Lane
London, WC2A 1JB
England

1099. *Technical Photography*
210 Crossways Park Drive
Woodbury, New York 11797

1100. *Technical Communication*
428 East Preston Street
Baltimore, Maryland 21202

1101. *Technology Review*
Massachusetts Institute of Technology
Room 10-140
Cambridge, Massachusetts 02139

1102. *Technology Teacher, The*
A Journal of the American Industrial Arts Association
1914 Association Drive
Reston, Virginia 22091

1103. *Telephone Engineer and Management*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

1104. *Telephony*
55 East Jackson Boulevard
Chicago, Illinois 60604

1105. *Televisual*
St. Giles House
50 Poland Street
London W1V 4AW
England

1106. *Television/Radio Age*
1270 Avenue of the Americas
New York, New York 10020

1107. *Telacator*
Telacator Network of America
Suite 230
2000 M Street, NW
Washington, D.C. 20036

1108. *Tennis Industry*
1545 NE 123rd Street, North
Miami, Florida 33161

1109. *Texas Architect*
114 West 7th Street, Suite 1400
Austin, Texas 78701

1110. *Texas Bar Journal*
P.O. Box 12487
Capitol Station
Austin, Texas 78711

1111. *Texas Medicine*
1801 North Lamar Boulevard
Austin, Texas 78701

1112. *Textile Horizans*
10 Blackfrairs Street
Manchester M3 5DR, England

1113. *Textile Chemist and Colorist*
P.O. Box 12215
Research Triangle Park
North Carolina 27709

1114. *Textile Industries*
180 Allen Road, NW #3005
Atlanta, Georgia 30309

1115. *Textile Month*
Grove House
Skerton Road, Old Trafford
Manchester M16 0WL
England

1116. *Textile World*
4170 Ashford-Dunwoody Road
Suite 420
Atlanta, Georgia 30319

1117. *Tile and Decorative Surfaces*
17901 Ventura Boulevard
Suite D
Encino, California 91316

1118. *Timber Harvesting*
610 South McDonough Street
Montgomery, Alabama 36197

1119. *Times Educational Supplement, The*
Priory House
St. John's Lane
London EC1M 4BX

1120. *Tire Business*
1725 Merriman Road
Suite 300
Akron, Ohio 44313

1121. *Tire Review*
11 South Forge Street
Akron, Ohio 44304

1122. *Today's OR Nurse*
6900 Grove Road
Thorofare, New Jersey 08086

1123. *Toys, Hobbies and Crafts*
345 Park Avenue, South
New York, New York 10010

1124. *Traffic Engineering and Control*
29 Newman Street
London, W1P 3PE, England

1125. *Traffic World*
1325 G Street, NW, Suite 815
Washington, D.C. 20005

75

1126. *Trailer Life*
2901 G Street, NW
Suite 815
Washington, D.C. 20005

1127. *Training*
The Magazine of Human
Resources Development
Lakewood Building
50 South Ninth Street
Minneapolis, Minnesota 55402

1128. *Training and Development Journal*
American Society for Training and
Development
Box 1443
1630 Duke Street
Alexandria, Virginia 22313

1129. *Transfusion*
2350 Virginia Avenue
Hagerstown, Maryland 21740

1130. *Transmission and Distribution*
1100 Superior Avenue
Cleveland, Ohio 44114

1131. *Transportation Engineer*
2 Massachusetts Avenue, NW
P.O. Box 2575
Washington, D.C. 20013-2575

1132. *Transport Topics*
2200 Mill Road
Alexandria, Virginia 22314

1133. *Travel Weekly*
10 East 53rd Street
New York, New York 10022

1134. *Travelware*
50 Day Street
Norwalk, Connecticut 06854

1135. *Trustee*
211 East Chicago Street
Suite 700
Chicago, Illinois 60611

1136. *Trusts and Estates*
6255 Barfield Road
Atlanta, Georgia 30328

1137. *Tunnels and Tunnelling*
Royal Sovereign House
40 Beresford Street
London, SE18 6BQ
England

1138. *US Women Engineer*
Society of Women Engineers
345 East 47th Street
New York, New York 10017

1139. *United States Tobacco and Candy Journal*
254 31st Street
Arlington, Virginia 22201

1140. *Urology*
500 Plaza Drive
P.O. Box 643
Secuacus, New Jersey 07094

1141. *VLSI—System Design Using VSLI Technology*
600 Community Drive
Manhasset, New York 11030

1142. *VAR Business*
Value-Added Resellers
600 Community Drive
Manhasset, New York 11030

1143. *Veterinary & Human Toxicology*
Kansas State University
Manhattan, Kansas 66506

1144. *Veterinary Surgery*
2350 Virginia Avenue
Hagerstown, Maryland 21740

1145. *Video Manager*
25550 Hawthorne Boulevard
Suite 314
Torrance, California 90505

1146. *Video Systems*
9221 Quivira Road
Overland Park, Kansas 66212

1147. *Virginia Accountant Quarterly, The*
7601 Ware Bohom Spring Road
Chester, Virginia 23831

1148. *Virginia Lawyer*
10th Floor
Ross Building
801 East Main Street
Richmond, Virginia 23219

1149. *Virginia Lawyers Weekly*
106 North Eighth Street
Richmond, Virginia 23219

1150. *Virginia Medical*
4205 Dover Road
Richmond, Virginia 23221

1151. *Visual Merchandising and Store Design*
407 Gilbert Avenue
Cincinnati, Ohio 45202

1152. *Volta Review*
3417 Volta Place, NW
Washington, D.C. 20007

1153. *Walls and Ceilings*
8602 North 40th Street
Tampa, Florida 33604

1154. *Wallcoverings*
15 Bank Street, Suite 101
Stamford, Connecticut 06901

1155. *Washington Jewish Week*
9030 Comprint Court
Gaithersburg, Maryland 20877

1156. *Washington Lawyer*
1707 L Street, NW
Suite 750
Washington, D.C. 20036

1157. *Washington-Area Chapter Newsletter of Association of Part-time Professionals*
Flow General Building
7655 Old Springhouse Road
McLean, Virginia 22102

1158. *Waste Age*
1730 Rhode Island Avenue, NW
Washington, D.C. 20036

1159. *Water Conditioning and Purification*
P.O. Box 42406
Tuscon, Arizona 42406

1160. *Water Skier, The*
P.O. Box 295
Winter Haven, Florida 33882-0191

1161. *Water Engineering and Management*
380 Northwest Highway
Des Plaines, Illinois 60016

1162. *Water Bulletin*
1 Queen Anne's Gate
London, SW1H 9BT
England

1163. *Water Well Journal*
6375 Riverside Drive
Dublin, Ohio 43017

1164. *Watch and Clock*
2403 Champa Street
Denver, Colorado 80205

1165. *Weather*
James Glaisher House
Grenville Place
Bracknell, Berkshire RG12 1BX
England

1166. *Weatherwise*
4000 Albermarle Street, NW
Washington, D.C. 20016

1167. *Weeds Trees and Turf*
7500 Old Oak Boulevard
Cleveland, Ohio 44130

1168. *Weekly, The Seattle's News Magazine*
1931 Second Avenue
Seattle, Washington 98101

1169. *Weekly Bulletin of Leather & Shoes News*
46 Summer Street
Boston, Massachusetts 02110

1170. *Weighing and Measurement*
306 Park Avenue
P.O. Box 5867
Rockford, Illinois 61125

1171. *Welding and Metal Fabrication*
2 Queensway
Redhill, Surrey
England

1172. *Welding Design and Fabrication*
1100 Superior Avenue, West
Cleveland, Ohio 44114

1173. *Welding Distributor, The*
1100 Superior Avenue, West
Cleveland, Ohio 44114

1174. *Welding Journal*
P.O. Box 351040
Miami, Florida 33135

1175. *Western City*
1400 K Street
Sacramento, California 95814

1176. *Western Horseman*
P.O. Box 7980
Colorado Springs, Colorado 80933

1177. *Western Landscaping News*
1700 East Dyer Road, Suite 250
Santa Ana, California 92705

1178. *Western Miner*
1201 Melville Street
Vancouver, British Columbia
V6E 2X9, Canada

1179. *Western Outfitter*
Box 920973
Houston, Texas 77091

1180. *Wholesaler, The*
Plumbing, Heating, Cooling and
Piping Industry
747 Church Road
Suite G-11
Elmhurst, Illinois 60126-1347

1181. *Wilson Library Bulletin*
950 University Avenue
Bronx, New York 10452-9978

1182. *Wines and Vines*
1800 Lincoln Avenue
San Rafael, California 94901-1298

1183. *Wine Spectator, The*
387 Park AVenue—South
New York, New York 10016

1184. *Wire Industry*
110-112 Station Road East
Oxted, Surrey RH8 0QA, England

1185. *Wire Journal International*
P.O. Box H
1575 Boston Post Road
Guilford, Connecticut 06437

1186. *Wire Technology*
6521 Davis Industrial Highway
Solon, Ohio 44139

1187. *Wisconsin Agriculturist*
580 Waters Edge
Lombard, wisconsin 60148

1188. *Wisconsin Bar Bulletin*
State Bar of Wisconsin
402 West Wilson Street
Madison, Wisconsin 53703

1189. *Wisconsin Medical Journal*
Box 1109
Madison, Wisconsin 53711

1190. *Woman CPA, The*
Box 39295
Cincinnati, Ohio 45239

1191. *Woman Engineer, The*
44 Broadway
Greenlawn, New York 11740

1192. *Women's Wear Daily*
7 East 12th Street
New York, New York 10003

1193. *Wood and Wood Products*
400 Knightsbridge Parkway
Lincolnshire, Illinois 60069

1194. *Woodworking Industry*
25 New Street Square
London, EC4A 3JA, England

1195. *Wool Record*
76 Kirkgate
Bradford
West Yorkshire BD1 1TB
England

1196. *Working Woman*
342 Madison Avenue
New York, New York 10173

1197. *Working Mothers*
230 Park Avenue
New York, New York 10169

1198. *Works Management*
Frank's Hall
Horten Kirby
Kent DA4 9LL
England

1199. *World Coffee and Tea*
636 First Avenue
P.O. Box 507
West Haven, Connecticut 06516

1200. *World Oil*
3301 Allen Parkway
Houston, Texas 77252-2608

1201. *World Press Review*
230 Park Avenue
New York, New York 10169

1202. *World Tennis*
3 Park Avenue
New York, New York 10016

1203. *World Vision*
919 Huntington Drive
Monrovia, California 91016

1204. *World Water*
Telford House
26-34 Old Street
P.O. Box 101
London EC1P 1JH, England

1205. *Writer, The*
120 Boylston Street
Boston, Massachusetts 02116

1206. *Writer's Digest*
1507 Dana Avenue
Cincinnati, Ohio 4507

1207. *Yachting Monthly*
Room 2202, King's Reach Tower
Stamford Street
London SE1 9LS, England

1208. *Yachting*
3807 Wilshire Boulevard
Los Angeles, California 90010

1209. *Yacht Racing/Cruising*
111 East Avenue
Norwalk, Connecticut 06851

1210. *Yard and Garden*
1233 Janesville Avenue
Fort Atkinson, Wisconsin 53538

1211. *ABA Journal*
American Bar Association
750 N. Lake Shore Drive
Chicago, Illinois 60611

1212. *JAMA*
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

1213. *Jewish Monthly*
B'nai B'rith International
1640 Rhode Island Avenue, NW
Washington, D.C. 20036

1214. *Mensa Bulletin*
American Mensa, Ltd.
2626 E. 14th Street
Brooklyn, New York
11235-3992

1215. *Technology Review*
M.I.T. Building W59
Cambridge, Massachusetts 02139

1216. *Washington Post Magazine*
The Washington Post
1150 15th Street, NW
Washington, D.C. 20071

1217. *Washingtonian Magazine*
1828 L Street, NW
Washington, D.C. 20036

1218. *Chemical Business*
c/o Schnell Publishing Company
80 Broad Street
New York, New York
10004-2203

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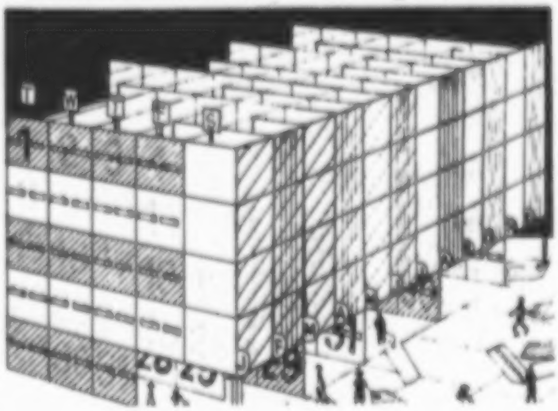
CHAPTER FIVE

INDEX LINKING SPECIFIC OCCUPATIONS TO APPROPRIATE PERIODICALS

Here is a list of occupations and the journals in which job and career openings for them appear. The numbers refer to the numbers which appear in front of the journals in the preceeding chapter.

ACCOUNTING AND FINANCE—Including controllers, bookkeepers, financial analysts, internal auditors, cost and budget supervisors, certified public accountants: 26, 27, 28, 29, 30, 70, 177, 178, 207, 231, 233, 240, 259, 260, 325, 328, 335, 412, 413, 425, 488, 496, 523, 544, 584, 615, 682, 686, 728, 742, 773, 787, 796, 798, 939, 979, 1007, 1012, 1147, 1157, 1190.

ADMINISTRATION AND EXECUTIVE MANAGEMENT (for schools, colleges, businesses, hospitals, associations, government institutions)—Including administrators, assistant administrators, executive secretaries, executive directors, managers, account executives, private school directors, and administrative coordinators: 3, 10, 30, 32, 34, 36, 39, 44, 51, 53, 55, 58, 60, 61, 63, 66, 70, 75, 86, 89, 91, 96, 98, 99, 101, 105, 111, 127, 128, 131, 132, 142, 145, 149, 158, 163, 191, 196, 201, 205, 210, 214, 227, 237, 242, 243, 244, 246, 247, 248, 249, 250, 273, 283, 286, 294, 295, 296, 303, 306, 325, 329, 330, 332, 338, 340, 341, 354, 360, 362, 365, 366, 395, 396, 397, 398, 408, 417, 425, 430, 441, 444, 446, 451, 454, 459, 471, 479, 484, 487, 488, 491, 506, 508, 513, 519, 520, 522, 525, 530, 540, 544, 548, 563, 566, 567, 575, 579, 602, 610, 612, 613, 614, 617, 619, 620, 628, 634, 636, 657, 667, 674, 679, 681, 685, 686, 690, 707, 710, 726, 730, 731, 733, 742, 763, 806, 814, 823, 824, 825, 826, 835, 837, 849, 851, 861, 874, 891, 892, 902, 913, 914, 951, 953, 957, 958, 973, 978, 980, 9872, 988, 992, 1000, 1002, 1013, 1027, 1031, 1035, 1069, 1079, 1089, 1096, 1097, 1117, 1119, 1127, 1128, 1135, 1136, 1142, 1152, 1175, 1178, 1180, 1181, 1195.



AGRICULTURAL TECHNOLOGY—Including agricultural analysts, soil scientists, herbicide specialists, animal husbandry specialists, organic gradners, agricultural engineers, agronomists, irrigation scientists, bee keepers: 45, 403, 404, 409, 410, 565.

AIR CONDITIONING, PLUMBING, AND HEATING INDUSTRIES—Including air conditioning engineers, draftsmen, foremen, electrical and mechanical systems engineers, industrial designers, salesmen, skilled technicians servicemen: 21, 319, 491, 528, 794.

ANIMAL CARE AND TRAINING (grooming, maintenance, and management)—Including horse and dog trainers, kennel managers, dog showers, working farm managers, and riders: 6, 212, 287, 290, 350, 394, 500, 501, 502, 751, 896, 1023, 1057, 1176.

AQUACULTURE (fish industry, farming, production and marketing of fish)—Including aquaculture systems specialists, managers, technicians, fish nutritionists, and fish culturists: 151, 778, 860, 1043, 1162.

ARCHAEOLOGY—Including archaeologists, surveyors, expedition research specialists, and excavation leaders: 229.

ARCHITECTURE—Including architects, architectural draftsman, planners, surveyors, design architects, architectural historians: 4, 152, 153, 154, 155, 156, 157, 226, 595, 732, 996, 1109.

ART (painting, drawing, and sculpture)—Including artists, potters, sculptors, screen printers, designers, sign sketchers, memorial draftsmen, art gallery directors, arts and crafts specialists: 30, 37, 168, 170, 191, 205, 242, 334, 465, 546, 662, 743, 848, 1041, 1042, 1059.

ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEMS—Including computer engineers, and system architects: 9, 308, 310, 538.

ASSOCIATION MANAGEMENT (non-profit organizations, associations, and foundations)—Including association workers, executive directors, convention coordinators, fund raisers, program coordinators, organization leaders, trusts operations officers: 172, 173, 441, 446.

AUTOMOTIVE INDUSTRIES (design, manufacturing, and maintenance)—Including designers, engineers, technicians, testers, layout design drafters, research engineers, automotive analysts, electrical vehicle development engineers, battery engineers, field managers, service technicians, maintenance and services managers, parts service people, mechanics: 183, 184, 738, 754, 859.

AVIATION AND SPACE INDUSTRIES—Including aero-space engineers, astrophysicists, mathematicians, programmers, astronomers, airline captains, helicopter pilots, flight engineers, mechanics, agricultural pilots, research scientists, lab technicians, fixed base instructors: 14, 42, 43, 46, 48, 50, 52, 87, 174, 186, 187, 190, 232, 245, 290, 307, 382, 413, 423, 427, 455, 512, 923, 966, 1015, 1098, 1196.

BANKING AND CREDIT UNIONS—Including executives, credit managers, collection managers, administrators, assistant administrators, field representatives, loan recovery managers: 66, 177, 259, 302, 329, 330, 331, 339, 413, 523, 546, 564, 682, 684, 752.

BEAUTY CULTURE—Including cosmetologists, hairdressers, stylists, beauty operators, salespersons, shop managers: 749, 1168.

BIOLOGY—Including biologists in all industries, geneticists, marine consultants, bioengineers, biomechanics, fellowships for D.A. degree and biochemistry: 69, 206, 264, 408, 780, 781.

BOATING, SHIPPING AND SAILING—Including jobs on boats, ships, tug boats, cargo vessels, sailboats, cruiseships, sailmakers, sailmasters, and marine carpenters: 87, 213, 214, 179, 333, 421, 422, 693, 778, 945, 1024, 1025, 1026, 1054, 1207, 1208, 1209.

BUSINESS OPERATION AND MANAGEMENT—Including store managers, corporate service managers, business analysts, consultants, and business opportunities: 177, 178, 207, 217, 259, 294, 329, 349, 390, 396, 438, 464, 482, 487, 508, 763, 773, 796, 842, 1190.

CERAMIC INDUSTRY—Including potters, throwers, mold and model makers, production managers, and agents for pottery work: 35, 265, 266, 267.

CHEMICAL AND DRUG INDUSTRIES—Including chemical salesmen, production managers, engineers, chemists, designers, servicemen, manufacturers' representatives: 31, 79, 89, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 354, 402, 433, 577.

CHEMISTRY—Including chemists in all industries, chemical engineers, teaching chemistry: 31, 41, 89, 122, 206, 259, 271, 272, 273, 275, 276, 278, 279, 280, 354, 393, 568, 576, 577, 626, 640, 732, 746, 781, 869, 924, 926, 957, 1035, 1038, 1113, 1201.

CIVIL SERVICE, FEDERAL—Including all types of positions, professional and nonprofessional, also military: 18, 46, 47, 87, 134, 166, 259, 250, 290, 356, 406, 407, 726, 759, 772, 838, 940, 981, 1157.

CIVIL SERVICE, STATE AND LOCAL (municipal management, urban renewal)—Including civil and sanitary engineers, directors of public works, chemists, bacteriologists, public health nurses, sanitary inspectors, medical officers, welfare directors, traffic directors, city planners, urban designers, surveyors, sewerage treatment plant operators, pollution control biologists, utilities managers, police chiefs, policemen and women, recreation directors, and city managers: 18, 74, 111, 151, 260, 634, 652, 657, 665, 681, 684, 733, 758, 759, 760, 763, 766, 981, 990, 1157, 1175.

CLOTHING INDUSTRY—Including salespersons, manufacturers' representatives, teachers, patternmakers, sample makers, designers, production and maintenance foremen, fasteners, finishers, and skilled tradesmen: 335, 359, 437, 1053, 1179, 1192, 1195.

COMMERCIAL ART—Including advertising illustrators, cartoonists, layout experts, fashion illustrators, magazine illustrators, display and design specialists: 30, 37, 335.

COMPUTER SCIENCE AND TECHNOLOGY—Including systems analysts, data communications, specialists, technicians, software designers, microprocessor architects, circuit designers, semiconductor engineers and graphics programmers: 7, 25, 40, 56, 259, 304, 308, 309, 310, 311, 330, 340, 341, 346, 470, 515, 529, 534, 535, 595, 622, 675, 715, 735, 797, 821, 855, 856, 887, 907, 1050, 1141, 1142, 1157.

CONSTRUCTION AND BUILDING SUPPLY INDUSTRIES—Including contractors, electricians, plumbers, roofers, industrial designers, salesmen, manufacturers' representatives, buyers, construction estimators and superintendents, repair and remodeling specialists: 47, 84, 181, 226, 238, 239, 312, 313, 314, 315, 323, 351, 357, 358, 389, 587, 668, 690, 697, 737, 962, 968, 996, 1158.

COSMETICS AND TOILETRIES INDUSTRIES (manufacturing, marketing, research, and sales)—Including cosmetics managers, chemists, perfumer and flavorists: 322, 888, 1066.

COUNSELING (vocational, educational, career, employment, personal, and social adjustment, and counselor education)—Including counselors who work with special populations and special problem areas such as marriage, family, drug abuse, alcoholism, etc: 19, 44, 58, 61, 64, 286, 361, 400, 477, 478, 575, 649, 762, 976, 1069, 1155, 1196.

DATA PROCESSING AND ELECTRONICS—Including programmers, system analysts, consultants, data processing engineers, electronic engineers, physicists, mathematicians, statiticians, and research scientists: 1, 7, 25, 40, 56, 118, 228, 257, 259, 260, 304, 305, 308, 309, 311, 320, 340, 341, 346, 367, 369, 370, 371, 375, 376, 470, 529, 532, 533, 534, 535, 538, 593, 675, 684, 687, 715, 735, 797, 856, 934, 951, 1157, 1196.

DENTAL HYGIENE AND LABORATORY TECHNOLOGY—Including dental hygienists, dentists, dental assistants, dental hygiene faculty and laboratory technicians: 342, 485, 552, 580, 581, 612, 819, 882.

ECOLOGY AND THE ENVIRONMENT—Including ecologists, environmental engineers, air pollution control specialists, water pollution control specialists, noise control engineer, energy management, drainage design engineering technicians, environmental chemists, air specialists, and environmental science researchers: 44, 88, 146, 207, 243, 391, 392, 393, 582, 617, 632, 647, 688, 813, 932, 1019, 1159, 1161, 1162, 1204.

ECONOMICS—Including tax economists, agricultural economists, steel economists, business economists, etc.: 260, 362, 546, 830.

ELECTRICAL POWER PRODUCTION AND DELIVERY—Including engineers, superintendents of distribution systems, utility accountants, relay technicians, journeymen, linemen, meter readers and power station chemists: 370, 372, 373, 374, 375, 376, 377, 378, 515, 550, 942, 943, 944, 978, 1201.

ENGINEERING—Including engineers in all industrial areas: agricultural, air conditioning, aero-space, battery, industrial, chemical, process, research, mining, electrical, computer systems, civil, plastics, textile, petroleum, geophysical, safety, fire protection, gas and corrosion enginners, engineering estimators, software engineers, packaging engineers, ceramic engineers, refractory engineers, microwave engineers, environmental engineers and solar engineers: 4, 5, 7, 9, 17, 21, 31, 35, 36, 37, 42, 43, 45, 65, 72, 74, 77, 84, 119, 147, 182, 183, 186, 195, 199, 206, 207, 208, 210, 214, 215, 221, 234, 236, 246, 257, 260, 266, 272, 273, 274, 275, 279, 280, 289, 291, 292, 296, 304, 305, 308, 310, 313, 314, 316, 319, 320, 322, 323, 335, 345, 346, 347, 357, 358, 366, 367, 368, 369, 372, 373, 374, 375, 377, 378, 380, 381, 382, 383, 384, 385, 387, 388, 389, 393, 409, 411, 419, 434, 439, 442, 448, 452, 453, 482, 491, 492, 500, 511, 515, 516, 517, 526, 528, 532, 549, 550, 558, 562, 565, 570, 592, 595, 605, 625, 632, 634, 638, 639, 650, 651, 659, 669, 670, 677, 679, 688, 693, 699, 701, 704, 712, 714, 715, 716, 722, 723, 724, 730, 731, 732, 733, 735, 737, 744, 746, 747, 758, 770, 775, 777, 797, 810, 813, 820, 839, 840, 843, 857, 862, 864, 865, 866, 872, 875, 898, 916, 919, 921, 924, 925, 926, 927, 932, 942, 943, 948, 958, 960, 963, 984, 986, 989, 997, 1004, 1021, 1014, 1016, 1019, 1020, 1021, 1029, 1044, 1050, 1061, 1070, 1073, 1074, 1078, 1981, 1085, 1087, 1096, 1098, 1101, 1103, 1105, 1124, 1130, 1131, 1137, 1138, 1141, 1146, 1158, 1161, 1162, 1170, 1172, 1175, 1180, 1184, 1186, 1191, 1192, 1193, 1200, 1204.

FARMING (agricultural: production of food, fibers, flowers, plants, and animals)—Including agricultural engineers, farm managers, ranch hands, poultry raisers, herdsmen, dairymen, irrigation specialists, agronomists, greenhouse specialists: 67, 336, 401, 402, 403, 404, 495, 551, 654, 727, 793, 946, 1017, 1087, 1186.

FINE AND PRACTICAL ARTS (painting, music, dance, drama, interior design, and decorating)—Including character actors, musicians, music teachers, set designers, ballroom and classical dance teachers, organists, choir directors, floral designers, interior designers, commercial designers, vocalists, pianists, cast try outs, ballet dancers, weavers, ceramists, crafts specialists, apprenticeship opportunities, screen printers, apparel design, fiddlers, puppetry, jewelry makers, artistic directors, and gallery directors: 37, 168, 169, 170, 191, 242, 335, 337, 353, 414, 465, 542, 543, 660, 662, 848, 922, 951, 985, 1041, 1042, 1059, 1060, 1084, 1105, 1157, 1168.

FIRE SCIENCE (prevention and extinguishing of fires)—Including fire fighters, fire crew, sprinkler inspector, extinguisher service engineers, fire chiefs, sprinkler designer, and fire/arson investigators: 416, 417, 418, 419, 547, 634, 990, 1175.

FOOD AND BEVERAGE PROCESSING (brewing, canning, food packaging, food production manufacturing)—Including food technicians, chemists, engineers, foremen, assistant production managers, buyers, estimators, quality control engineers, plant supervisors, bakers, sugar producers, candy makers, packaging specialists, production service consultants and food inspectors: 47, 194, 195, 196, 220, 256, 432, 433, 434, 435, 513, 565, 673, 703, 728, 739, 790, 860, 1087, 1199.

FOOD PREPARATION SERVICE—Including dieticians, food service directors for hotels, hospitals and schools, chefs, kitchen workers, caterers, mix bakery formulators, frozen food processors: 49, 192, 195, 243, 290, 432, 469, 508, 673, 790, 1008, 1011.

FOOD TECHNOLOGY—Including food technologists and technicians, dairy technologists, bakery technologists, etc: 8, 195, 431, 432, 436, 728, 739.

FOOTWEAR INDUSTRY (shoes, boots, etc.)—Including cobblers, shoe makers, designers, superintendents of tannery, and color matches: 437, 656, 1169.

FORESTRY—Including teachers of forestry, arborists, foresters, research chemists, conservationists, woodland managers, timber estimators, system design engineers, logging operators, forest products, wood technologists, forest research scientists, and park managers: 146, 439, 440, 585, 646, 782, 874, 1118.

FURNITURE DESIGN AND PRODUCTION—Including salespersons, furniture designers, cabinet makers, wood workers, research and development engineers, furniture finishers, furniture producers, furniture cleaners, repairers, and upholsterers: 318, 448, 449, 450, 451, 479, 1193, 1194.

FURNITURE DESIGN AND PRODUCTION—Including salespersons, furniture designers, cabinet makers, wood workers, research and development engineers, furniture

finishers, furniture producers, furniture cleaners, repairers, and upholsterers: 318, 448, 449, 450, 451, 479, 1193, 1194.

GEOLOGY—Including geologists, geophysicists, mining geologists, petrographers, mineralogists, structural geologists, geochemists, researchers in geology, geodetic technicians and hydrologists: 1, 4, 5, 456, 457, 458, 474, 818, 1163.

GERONTOLOGY—Including research in the science of aging, teaching, and jobs involving care and services for the aged: 63, 459, 586, 894.

GLASS INDUSTRY—Including administrators, skilled technicians, plant supervisors and manufacturers' representatives: 85, 462, 463.

HOME ECONOMICS—Including home economists in all fields, research, and teaching: 8.

HORSE TRAINING AND MANAGEMENT—Including stable managers, working farm managers, instructors, riders, grooms, show grooms, and trainers: 500, 501, 502, 751.

HORTICULTURE (cultivation of flowers, fruits, vegetables, and ornamental plants)—Including those involved with the science and art of cultivating plants, grounds maintenance, caretakers, horticulturists, and plant pathologists: 120, 326, 426, 503, 504, 541, 654, 828, 920, 874.

HOSPITAL OPERATION AND MANAGEMENT—Including executive directors, controllers, and administrative staff: 58, 506, 507, 564, 734, 742.

HOTEL AND MOTEL INDUSTRY (hospitality management)—Including hotel/motel owners, managers, administrators, sales managers, food service personnel, executive housekeepers, and staff: 508, 548, 1007, 1196.

INDUSTRIAL AND OCCUPATIONAL HYGIENE AND SAFETY—Including industrial hygiene and safety engineers, safety officers, safety and procedures engineers, occupational health and safety scientists, professional health and safety education officers, code inspectors, deputy chief inspectors of airplanes, directors of operations and safety, contracts compliance officers: 148, 189, 391, 602, 618, 834, 901, 969, 1012.

INDUSTRIAL DESIGN (dry cleaning, shoe-making, paperbox, display, furniture, heating, air conditioning)—Including industrial designers, display designers, process design engineers, and design engineers: 210, 318, 343, 344, 345, 367, 368, 375, 383, 385, 389, 409, 437, 448, 511, 679, 798, 1070, 1184, 1186.

INDUSTRIAL FINISHING INDUSTRIES—Including electroplating technologists, supervisors, engineers, and chemists: 527, 714, 927, 960.

INSURANCE AND REAL ESTATE—Including estate evaluators, claims investigators, brokerage salesmen, agency salesmen, executives or department supervisors, agents, casualty underwriters, field representatives, and insurance engineers: 198, 231, 253, 259, 523, 537, 789, 939.

INTERIOR DESIGN AND DECORATION—Including space planners, interior planners, lighting designers, and office interior specialists: 542, 543.

INVESTMENTS AND PENSIONS—Including investment brokers, pension consultants, pensions administration clerks, portfolio managers, investment managers, and actuaries: 235, 328, 412, 584, 884, 885.

JOURNALISM—Including newspaper executives, marketing managers, advertising salespersons, news artists, circulation managers, classified managers, reporters, production designers, presspersons, composing room foreman, layout persons, and editors for different departments: 80, 130, 179, 185, 300, 363, 683, 803, 937, 982, 983, 994, 1067, 1100.

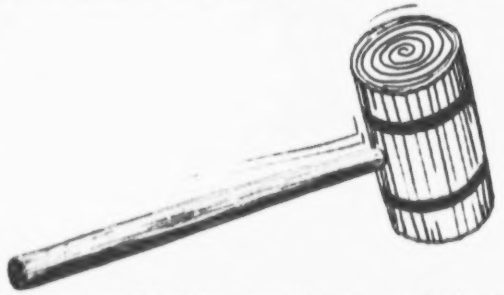
LAND AND WATER VEHICLE OPERATION—Including drivers, maintenance personnel, managers, crew for boats, trains, buses, trucks, and cars: 860, 875, 998, 1001, 1131, 1132.

LANDSCAPING—Including design, sales, turf specialists, tree surgeons, irrigation technicians, and turf/grass landscape managers: 475, 645, 646, 647, 653, 828, 874, 1177.

LASAR TECHNOLOGY—310, 650, 651.

LAW—Including attorneys, law partners, legal secretaries, patent attorneys, paralegals, associates in law firms, law internships, and specialists (tax, etc.): 2, 44, 54, 165, 241, 282, 293, 299, 518, 539, 594, 605, 615, 635, 718, 729, 772, 800, 808, 811, 816, 841, 847, 879, 880, 978, 1071, 1110, 1148, 1149, 1156, 1157, 1188.

LEATHER INDUSTRIES—Including leather goods productions workers, leather technicians, tanners, finishers, and sample makers: 655, 656, 1055, 1169.



LIBRARY SCIENCE—Including special librarians, archivists, catalogers, technical information specialists, library aides, architectural historian, information and records management: 11, 44, 117, 133, 191, 282, 529, 530, 532, 540, 563, 622, 657, 1034, 1079, 1181.

LINGUISTICS—Including language specialists, translators, information officers, and teaching: 524, 648, 649.

LOGGING INDUSTRIES—Including sawmill managers, translators, information officers, and teaching: 817.

MAIL ORDER AND DIRECT MARKETING—Including direct mail supervisors, product managers, home circulation directors, import representatives, and home sales management: 347.

MANUFACTURING AND PRODUCTION—Including packaging engineers, product specialists, field operations specialists, product managers, product designers, manufacturing engineers, inspectors, technicians, and foremen: 50, 57, 224, 266, 289, 374, 483, 511, 534, 692, 699, 700, 740, 1185, 1198.

MARITIME CAREERS (naval jobs and positions)—Including commercial marine pilot, marine mechanic and marine engineers: 693, 778, 792, 860.

MARKETING, MERCHANDISING, AND SALES MANAGEMENT—Including research analysts, distribution analysts, product analysts, sales managers, sales executives, market research interviewers, buyers, merchandise managers, marketing experts, telemarketing managers, advertising research specialists, franchise specialists, and sales engineers: 7, 32, 36, 39, 44, 50, 53, 57, 58, 66, 73, 83, 89, 119, 150, 173, 177, 197, 207, 214, 231, 246, 259, 275, 276, 295, 313, 321, 322, 327, 328, 330, 349, 351, 354, 359, 362, 363, 374, 379, 380, 381, 390, 393, 399, 402, 409, 411, 424, 444, 460, 464, 467, 472, 476, 479, 481, 496, 498, 509, 511, 526, 537, 541, 543, 549, 559, 561, 633, 651, 663, 667, 670, 676, 692, 693, 694, 725, 737, 741, 744, 773, 785, 789, 796, 818, 836, 837, 840, 867, 868, 899, 902, 929, 941, 942, 943, 952, 961, 970, 988, 992, 1027, 1028, 1045, 1049, 1063, 1065, 1066, 1088, 1089, 1092, 1095, 1133, 1139, 1151, 1153, 1154, 1168, 1172, 1173, 1185, 1186, 1193.

MATHEMATICS AND STATISTICS—Including mathematicians, applied statisticians and those in industry, research and teaching: 259, 735, 830.

MECHANICS AND MAINTENANCE—Including service technicians for vending machines, bicycles, motorcycles, cars, diesels, elevators, and other equipment: 46, 50, 56, 65, 68, 77, 123, 186, 187, 214, 215, 230, 254, 265, 290, 307, 319, 333, 545, 546, 678, 754, 778, 875, 935, 1006, 1126, 1132, 1170, 1201.

MEDIA (broadcasting, radio, video, television, cable television and installation industries)—Including announcers, technicians, producers, program directors, radio and television installation technicians, video producers, salespeople, executives, media specialists, audio specialists, media researchers, ultrasound technologists, and sound recorders: 23, 30, 73, 150, 176, 179, 201, 225, 234, 238, 239, 305, 363, 496, 545, 748, 831, 1105, 1106, 1145, 1166.

MEDICAL TECHNOLOGY AND RESEARCH—Including anesthesiologists, bacteriologists, laboratory technicians, chemists, dental hygienists, medical records librarians, virologists, pathologist, biochemists, physiologists, bioengineers, addictionologists, radiologists, hematologists, and other specialists: 13, 59, 94, 97, 102, 112, 115, 126, 129, 131, 137, 141, 149, 203, 244, 248, 255, 264, 298, 490, 505, 506, 553, 556, 569, 578, 582, 596, 597, 606, 620, 627, 642, 643, 644, 676, 696, 706, 708, 719, 720, 734, 798, 915, 1000, 1077, 1129.

MEDICINE—Including all types of specialists, interns, residents, practices for sale, practices for share, public medical officers, physicians assistants, psychiatric social workers, clinical resident group practice, physicians, including chiropractic medicine and podiatry: 13, 20, 55, 58, 59, 81, 86, 94, 95, 97, 98, 100, 102, 104, 105, 107, 108, 111, 112, 113, 114, 115, 126, 129, 140, 141, 142, 143, 144, 158, 159, 160, 161, 162, 164, 171, 189, 204, 210, 219, 220, 222, 247, 250, 255, 317, 387, 415, 429, 433, 437, 459, 505, 507, 519, 553, 567, 569, 574, 578, 583, 596, 597, 601, 602, 606, 620, 621, 624, 627, 628, 630, 644, 676, 696, 705, 706, 708, 719, 720, 721, 726, 734, 736, 798, 801, 802, 809, 815, 849, 850, 876, 877, 878, 881, 915, 1077, 1090, 1111, 1140, 1150, 1189.

METALS TECHNOLOGY AND INDUSTRIES—Including welders, platers, designers, finishers, die casting foremen, and steel fabricators: 711, 714, 715, 716, 740, 927, 948, 1171, 1172.

METALLURGY—Including metallurgists for steel, mining, and heavy industry: 37, 549, 592, 711, 712, 714, 715, 716.

METEOROLOGY—Including researchers, professors, predictors, and forecasters for weather: 1013, 1165, 1166.

MICROBIOLOGY—Including environmental microbiologists, clinical bacteriologists, immunochemists, aquatic microbiologists, veterinary virologists, fermentation engineers, and research grants: 22, 248, 571, 640.

MICROGRAPHICS (science, technology, art, and application of microfilm)—Including photographic specialists, micrographics technical managers, microfilm and computer operations manager, and imaging scientists: 593.

MICROWAVE TECHNOLOGY—Including engineers and researchers, also satellite communications engineers and technicians: 723, 724, 1029.

MIDDLE MANAGEMENT—Including plant superintendents/managers, foremen, service managers, office managers, warehouse superintendents, circulation managers, theatre managers, directors of physical plants, product managers, security managers, foundry superintendent, fire safety inspectors, purchasing agents, buyers for all industrial and business areas: 8, 17, 18, 30, 31, 44, 47, 56, 65, 67, 74, 75, 78, 85, 90, 119, 122, 125, 135, 139, 147, 181, 188, 190, 196, 197, 215, 221, 224, 230, 238, 265, 275, 276, 296, 312, 313, 315, 318, 319, 336, 345, 346, 347, 349, 366, 385, 399, 405, 409, 424, 432, 435, 439, 442, 448, 450, 465, 472, 475, 481, 482, 497, 505, 508, 511, 534, 541, 643, 647, 653, 673, 685, 700, 701, 703, 709, 714, 727, 732, 743, 775, 799, 814, 820, 828, 839, 840, 856, 868, 869, 916, 917, 918, 919, 924, 925, 926, 927, 959, 967, 986, 999, 1012, 1014, 1043, 1045, 1046, 1047, 1048, 1051, 1052, 1055, 1059, 1074, 1076, 1087, 1113, 1116, 1121, 1130, 1333, 1141, 1167, 1171, 1173, 1177, 1178, 1182, 1185, 1187, 1193, 1194, 1198, 1199.

MINERALOGY—Including mineral resources engineers, chrom specialists, magnesite ore specialists, and professors in mineralogy: 531.

MINING (ores, stones, rocks, metals, and coal)—Including project management, engineers, consultants, chemists, geologists, maintenance personnel, specialists, and technicians: 384, 531, 730, 731, 732, 1178.

MUSEUMS—Including curators, restorers, museum assistants, architectural historians, museum directors: 494, 191, 951, 1064.

NURSING—Including private nurses, public health nurses, supervisors, administrators, teachers, psychiatric nurses, midwives, coordinator of patient care and nursing researchers: 12, 15, 99, 111, 179, 248, 288, 290, 490, 506, 557, 579, 586, 598, 599, 601, 609, 612, 618, 674, 719, 742, 798, 805, 822, 823, 824, 825, 826, 827, 829, 873, 878, 889, 890, 915, 973, 995, 1003, 1069, 1083.

NUTRITION—Including nutritionists, registered dieticians, professor of foods and nutrition, therapeutic dietician, food services managers, and clinicians: 93, 432, 600, 604, 619.

OFFICE AND CLERICAL WORK—Including office managers, legal and medical secretaries, court stenographers, receptionists, clerks, registrars, duplicating and mailing clerks, typists, filing clerks, and word processing professionals: 47, 184, 252, 290, 294, 318, 329, 361, 496, 554, 649, 684, 758, 759, 788, 805, 806, 807, 879, 1155, 1196.

OFFICE PRODUCTS INDUSTRIES—Including sales managers, office interior specialists, technicians, and service managers: 536, 1012.

OIL AND GAS INDUSTRIES—Including distribution managers, supervisors, sales, engineers, oil field workers, petroleum marketing executives, oil and gas controllers, and oil field production superintendents: 4, 84, 445, 453, 474, 568, 639, 768, 818, 835, 840, 898, 899, 916, 917, 918, 1200, 1201.

OPTOMETRY—Including laser specialists, opticians, physicists, optical engineers, designers, ophthalmologists, optical coating technicians, process engineers, and research engineers: 161, 284, 631, 843, 844, 845, 846.

PAPER AND PAPERBOARD INDUSTRIES—Including skilled craftsmen and technicians, engineers, chemists, designers, managers, and plant superintendents: 123, 429, 865, 866, 867, 872, 984, 1076.

PERSONNEL AND INDUSTRIAL RELATIONS—Including educational and vocational counselors, personnel executives, training directors, and managers, job interviewers, placement officers, and labor relations persons: 30, 242, 290, 788, 980, 1168.

PEST CONTROL—Including pest control technicians, managers, technical directors, and service personnel: 895.

PHARMACY—Including hospital pharmacists, pharmacy partnerships, drug store pharmacists, internships and fellowships: 124, 208, 355, 454, 753, 900, 901, 902.

PHOTOGRAPHY AND MOTION PICTURES (filmmaking)—Including photo finishers, cameramen, studio assistants, darmroom specialists, theatre managers, soundmen, film editors, directors, studio lighting technicians, color technicians, projectionists, film theory and still photographers, animators, and script writers: 76, 82, 223, 570, 812, 965, 1040, 1099, 1146.

PHOTO MARKETING AND MANAGEMENT—Including salesmen for film, cameras and equipment, film developers, lab maintenance supervisors, plant managers, production supervisors, and film technicians: 904, 905, 906, 907, 908, 922.

PHYSICS—Including physicists in all industries, geophysicists, astrophysicists, etc: 259, 629, 650, 651, 724, 910, 911, 912, 913, 1196.

PLASTIC INDUSTRY—Including packaging designers, engineers, supervisors, and technicians for various industries: 924, 925, 926, 1004.

PRINTING AND PUBLISHING—Including editors, layout workers, press workers, graphic designers, printers, plant managers, copy readers, sales people, laboratory assistants, commercial artists, foremen, production managers, and other technical skills involved in book production: 30, 125, 224, 363, 430, 663, 683, 744, 799, 953.

PRODUCT PACKAGING—Including packaging designers, engineers, supervisors, and technicians for various industries: 322, 744, 862, 863.

PSYCHOLOGY/PSYCHIATRY—Including psychiatric social workers and psychologists in all areas, therapists and testers, psychotherapists, and professors of psychology and psychiatry: 16, 20, 24, 55, 58, 64, 92, 98, 110, 121, 138, 249, 251, 290, 298, 301, 395, 400, 478, 505, 572, 705, 710, 766, 801, 815, 876, 974, 975, 976, 977, 1097.

PUBLIC RELATIONS, ADVERTISING, AND DISPLAY—Including copy writers, sales promotions experts, artists, layout, display, space and advertising sales people, art directors, and productions managers: 30, 242, 290, 788, 980, 1168.

QUALITY CONTROL—Including chemical and engineering jobs in dairy, cereal, paper, textile industries, building supplies, production of goods, safety of products, and repair inspectors: 77, 122, 322, 443, 663, 712, 989.

QUARRY MANAGEMENT AND PRODUCTION (rock products)—Including quarry managers, gravel pit workers, cement plant designer/drafters: 919, 991.

RECREATION AND TRAVEL—Including recreation workers, camp directors and counselors, ski patrollers, yacht masters, fitness center directors, aerobics instructors, travel and agents, tennis, ski and golf instructors, golf course superintendents: 135, 252, 338, 466, 480, 608, 765, 805, 999, 1032, 1062, 1063, 1093, 1108, 1196, 1202, 1207, 1208, 1209.

REHABILITATION—Including occupation therapists, physical therapists, art therapists, dance therapists, music therapists, speech therapists, recreation specialists, teachers of the deaf, orientation and mobility instructors, and instructors for the visually impaired and blind: 19, 20, 58, 61, 91, 101, 108, 111, 131, 163, 208, 251, 290, 298, 356, 395, 571, 573, 590, 603, 613, 631, 710, 769, 849, 873, 909, 915, 1069.

RELIGIOUS SERVICE OCCUPATIONS—Including clergy, religious education coordinators, church or synagogue related volunteer work, and choir directors: 91, 261, 262, 263, 285, 664, 671, 672, 774, 851, 949, 950, 1018, 1094.

RESEARCH—Including researchers in all fields: 1, 9, 20, 22, 46, 81, 134, 137, 141, 142, 144, 162, 171, 204, 205, 206, 247, 260, 264, 280, 388, 393, 454, 457, 473, 515, 516, 629, 687, 710, 744, 769, 805, 915, 1013, 1035, 1038, 1201.

RESTAURANT OPERATION AND HOSPITALITY—Including restaurant managers, food and beverage directors, food service managers, chefs, waiters, wiatresses, dieticians, and quality assurance specialists: 49, 790, 1008, 1009, 1010, 1011.

RETAILING AND MERCHANDISING—Including representatives, store managers, buyers, purchasing agents, distributers, factory managers, mall managers, and sales representatives: 269, 461, 469, 479, 486, 633, 661, 667, 743, 750, 784, 785, 786, 844, 845, 906, 970, 986, 987, 994, 1049, 1088, 1120, 1121, 1192.

SAFETY AND LAW ENFORCEMENT—Including those who enforce laws and regulations, investigate crimes, make inspections and provide security such as: security officers, policemen and women, chiefs of police, store detectives, court custody supervisors, escort officers, prison guards, security supervisors, and wardens: 3, 652, 766, 873, 931, 955.

SCIENCE—Including scientists in all fields: 9, 138, 205, 207, 456, 457, 458, 516, 530, 629, 640, 770, 781, 901, 907, 910, 913, 936, 1035, 1064, 1101, 1165, 1166.

SECURITY DISTRIBUTING AND MARKETING—Including alarm installers and technicians, security supervisors, operations managers, and locksmiths: 56, 666.

SELLING—Including retailers, wholesalers, detailers, and marketing managers: 21, 23, 36, 39, 44, 46, 53, 65, 66, 68, 69, 70, 73, 77, 78, 79, 83, 89, 90, 119, 123, 149, 172, 177, 181, 184, 185, 193, 196, 197, 199, 200, 201, 202, 215, 216, 217, 218, 225, 226, 227, 230, 232, 238, 239, 242, 245, 252, 254, 260, 265, 267, 269, 277, 290, 297, 303, 313, 318, 319, 321, 322, 325, 334, 335, 349, 352, 359, 360, 368, 369, 371, 379, 380, 381, 398, 399, 409, 410, 411, 412, 413, 424, 429, 437, 444, 450, 451, 468, 479, 486, 487, 492, 497, 502, 511, 513, 521, 527, 528, 533, 537, 542, 561, 599, 636, 638, 639, 640, 641, 646, 650, 655, 661, 691, 694, 703, 704, 712, 722, 728, 740, 741, 743, 744, 746, 756, 757, 768, 773, 783, 784, 786, 789, 796, 797, 799, 828, 836, 842, 844, 845, 846, 859, 862, 863, 864, 865, 866, 867, 868, 870, 871, 872, 896, 897, 904, 906, 908, 922, 924, 925, 928, 930, 935, 941, 944, 945, 954, 961, 964, 968, 970, 972, 994, 996, 999, 1004, 1005, 1006, 1009, 1012, 1019, 1027, 1028, 1030, 1043, 1045, 1046, 1048, 1049, 1055, 1056, 1058, 1059, 1060, 1063, 1065, 1072, 1075, 1078, 1080, 1082, 1095, 1105, 1107, 1108, 1113, 1115, 1117, 1118, 1120, 1121, 1123, 1130, 1133, 1134, 1139, 1145, 1151, 1158, 1163, 1166, 1168, 1171, 1172, 1173, 1177, 1179, 1180, 1183, 1185, 1196, 1208, 1210.

SERVICE OCCUPATIONS—Including child care, volunteer work, homemakers, domestic aides, gardners, caretakers, live-in companions, house sitters, drivers, nannies, porters, overseers, nursery managers, and housekeepers: 38, 49, 91, 192, 258, 283, 288, 361, 466, 475, 560, 758, 774, 788, 852, 947, 1052, 1155, 1168, 1197.

SOCIAL SCIENCES—Including research and specialists in sociology, psychology, urban studies, political scientists: 522, 764, 804.

SOCIAL WORK—Including social workers, case workers, group workers, supervisory social workers and welfare directors: 283, 298, 400, 588, 672, 742, 764, 805, 873, 1067, 1097, 1119.

SPECIALIZED TECHNICAL SKILLS—Including jewelers, draftsmen and women, service men and women, mechanics, maintenance engineers, specialized technicians, and craftspeople in various industries: 4, 46, 47, 76, 78, 79, 89, 90, 118, 190, 234, 238, 303, 319, 324, 345, 405, 463, 480, 545, 555, 655, 680, 743, 797, 836, 869, 1055, 1059, 1073, 1085, 1163.

SPORTING GOODS MANUFACTURING AND RETAILING—Including tennis, golf, and ski equipment, suppliers, and salesmen and women, merchandising managers, manufacturers' representatives, and development engineers: 1082, 1202, 1208.

STEEL AND HEAVY MANUFACTURING—Including foundry superintendents, sales managers, metallurgists, maintenance engineers, executives, engineers, and manufacturing systems analysts: 442, 443.

SURFACE TRANSPORTATION AND DISTRIBUTION INDUSTRIES—Including traffic engineers and managers, distribution managers, diesel engineers, foremen, dispatchers, operation supervisors, salesmen, owner operators, terminal managers: 47, 517, 755, 854, 954.

SURVEYING AND MAPPING—Including surveyors, cartographers, technicians, and teachers: 4, 71, 907, 1091.

SWIMMING POOL AND SPA MANAGEMENT, SERVICE AND SUPPLIES—Including managers, supervisors, sales, lifeguards, service men and women, and repair workers: 933, 1078, 1092, 1093.

TEACHERS (college, university, junior college, special trade, art, skills schools)—Including teaching positions in all subject areas, and college administrative posts, part-time lecturing, fellowships, and research and tutoring: 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, 15, 16, 21, 22, 23, 24, 33, 34, 37, 40, 44, 60, 61, 63, 73, 76, 88, 91, 93, 96, 99, 100, 101, 103, 109, 111, 116, 117, 124, 126, 131, 137, 138, 140, 141, 142, 145, 152, 153, 156, 157, 158, 160, 163, 166, 167, 171, 175, 192, 205, 206, 208, 229, 247, 249, 264, 270, 273, 275, 300, 305, 306, 308, 341, 343, 348, 355, 361, 363, 364, 382, 386, 388, 391, 393, 412, 413, 418, 419, 431, 440, 465, 471, 473, 477, 478, 480, 483, 490, 501, 505, 506, 510, 525, 529, 546, 552, 557, 560, 564, 573, 574, 575, 576, 580, 581, 582, 583, 584, 586, 590, 592, 598, 600, 601, 603, 607, 608, 611, 612, 614, 616, 644, 657, 658, 669, 671, 674, 678, 687, 689, 692, 694, 707, 716, 721, 722, 748, 761, 762, 764, 765, 767, 769, 776, 781, 782, 795, 798, 805, 806, 807, 812, 820, 822, 824, 825, 826, 830, 832, 848, 878, 886, 887, 894, 907, 909, 911, 912, 913, 920, 923, 938, 971, 974, 975, 1009, 1011, 1013, 1020, 1026, 1032, 1033, 1035, 1037, 1038, 1039, 1047, 1068, 1077, 1085, 1094, 1097, 1102, 1112, 1116, 1119, 1127, 1128, 1138, 1144, 1155, 1160, 1164, 1176, 1190, 1196, 1200.

TELEPHONE AND TELEGRAPH INDUSTRY—Including engineers/local planners, paging specialists, transmission specialists, designers, installers, sales representatives, and telecommunication professionals: 1103, 1104, 1107, 1196.

TEXTILE INDUSTRY—Including dye chemists, salespeople, administrators, plant engineers, fabric dyers, quality control experts, textile finishers, other specialized technical skills: 637, 655, 1112, 1113, 1114, 1115, 1116, 1195.

TOXICOLOGY—Including all jobs or positions dealing with the effects, antidotes, and detection of poisons: 447.

TOY INDUSTRY—Including toy designers, manufacturers, and sales personnel: 929, 1123.

TRAFFIC ENGINEERING AND CONTROL—Including traffic engineers, transport planners, traffic managers, rate analysts/auditors: 492, 698, 1124, 1125.

VETERINARY MEDICINE—Including veterinarians and teaching veterinary medicine: 116, 623, 1143, 1144.

WASTE MANAGEMENT (recycling)—Including engineers and managers for industry and municipalities: 202, 516, 688, 932, 1074, 1077, 1158, 1161, 1162.

WATCH AND CLOCK MAKING—Including watch and clock assemblers, adjusters, repair clerks and dial makers: 465, 499, 743, 1164.

WINERY MANAGEMENT AND PRODUCTION—Including wine makers, vineyards foremen, sales, fermentation engineers, and production managers: 1182, 1183.

WIRE INDUSTRY AND TECHNOLOGY—Including cable engineers, technical design engineers, and wire product development specialists: 1184, 1185, 1186.

WOOD AND WOOD PRODUCTS INDUSTRY—Including research and development engineers, plant superintendents, craftsmen, cabinet makers, and detailers: 414, 451, 930, 938, 1102, 1193, 1194.

WRITING AND EDITING—Including technical writers, sports editors, copy readers, reporters, science writers, screen writers, book search specialists, authors, writers, all types of manuscript poets, song writers, newspaper executives, advertising directors, news artists, circulation managers, proofreaders, copywriters, and other newspaper personnel: 8, 30, 44, 51, 80, 130, 179, 185, 216, 484, 493, 683, 717, 786, 840, 851, 887, 937, 982, 983, 1050, 1067, 1069, 1081, 1094, 1100, 1157, 1205, 1206.

CHAPTER SIX

WRITING THE SITUATION WANTED AD

The flip side of classifieds is using journals to run your own employment ad, seeking to interest employers in your qualifications.

Writing a "situation wanted ad" is not easy. Unless you earn your living by composing "ads," you will need to spend considerable time on writing a worthwhile one. Before you write your ad, pick your target. Select the trade journals and magazines you believe will help you find the job or career you want. More than 1,200 magazines are listed in this book, according to the type of job ads that are accepted. The total list represents a minimum rather than a maximum number of possible job opportunities. If you are interested in mechanical engineering, write to those magazines which accept "ads" for jobs of this sort. It is best to purchase a copy of the magazine and to study the classified section before proceeding any further.

Trade journals differ greatly in circulation and in the pulling power of their classified ads. Ask the librarian about the circulation of several magazines. He or she may have other facts on which to base your choice. Many libraries have information or a directory listing the circulation of various magazines. Your needs may be filled by a magazine with a small subscription list rather than by a magazine with a much larger one and a more expensive ad.

In preparing your ad, know what you want to way and draft your copy. First of all, catch the reader's attention; stimulate his or her interest. Write your ad as clearly and simply as you can. Just as every word costs, make sure every word counts. Be concrete. Be ready to rewrite, until it is well expressed.

Next consider the headline. Some advertising people state that the headline for an ad, classified or display, accounts for 60% or more of its effectiveness. Write the body of your ad as well as you can; then, create the headline. A good headline takes a good deal of rewriting. Keep at it. You may want to put it aside for a few days. Then go back and take a fresh look. Even though you are not consciously thinking about the ad, new ideas may come to mind. This period of leaving the ad alone is a period of germination. It is one way of developing the ad in order to express exactly what you want to say.

Check proof. If it is a large ad, ask for proof. Check for errors, both your own and those of the printer.

Number of insertions. It is recommended that a minimum of three consecutive insertions be used for a weekly magazine and six for a monthly journal. While some people are fortunate and get the job they want with the insertion of one ad, more are usually recommended.

Be familiar not only with national magazines but especially those in your local area. Some trade journals are related to one certain field of work. Others have separate issues for different parts of the country. Your reference librarian can be of considerable help.

Some trade journals may have headquarters near or in your own area. They may be helpful in preparing and inserting your ad. If you are planning a display ad, it is possible to get free help from an advertising agency. They are entitled to a percentage from certain magazines for inserting ads for advertisers who come to them for professional help.

Explore flexibility in the placement of the ad. Some publications insist that all ads go into a classified section. Others may permit you to place a display-size ad in the general advertising area where reader's of articles are more likely to encounter your message. An experienced "ad placer" in daily newspapers, for example, reported that his best response came when he ran a display-size ad in the Sunday sports pages.

Have you ever noticed how many moving companies call themselves the "AAA Movers." Their objective, of course, is to get listed first or early in the classified yellow pages under "Movers." This same principle can be important for you. If you are filing for a job as a cost accountant, you might find your ad might get more attention if it is put under "Accountant-Cost" rather than "Cost Accountant."

If possible, study recent "Situation Wanted" ads before you finalize your copy. If you can't wait to study several new issues of a periodical, go to the library and pull out some past issues. They will help you with style ideas and a better understanding of what appears to be effective and ineffective. A long-shot payoff may be locating an advertisement from someone whose background is similar to yours. By contacting this person you might learn what seemed to interest potential employers the most and, if you are super-lucky, you might even pick up a spare opening or two.

Hundreds of thousands of people place ads each year to obtain jobs of their choice. Your initiative and finishitive in making the most of ads may make a difference in your career.

Good luck in writing and answering ads and of course in landing the job and career of your choice. It is being done every day by thousands of job seekers.

CHAPTER SEVEN

COMPLETING THE APPLICATION BLANK

Skill in completing the employer's application blank is one of the keys to obtaining a good job, a fact far too often overlooked by job applicants. Many books discuss how to prepare the letter of application and the resume (see some cited in the bibliography) but few focus on the all important application form. As this is the format in which employers use most to evaluate job candidates, it is often the key document in the employment decision.

Importance of the Application Blank

The application blank serves as a messenger between the candidate and the potential employer. It speaks for the applicant. You may receive an application blank from your answer to a help wanted advertisement. The employment specialist interpreting the completed blank may find out more from it than the candidate ever intended. The application blank may give clues essential for understanding what the candidate himself intended to leave unsaid.

First impressions are important. The first impression is formed by the physical appearance of the application blank. Most personnel people expect a conscientious person who applies for a job to follow instructions. If instructions are to type or print answers, they expect this to be done. Some handwriting is so illegible that one may excusably conclude the candidate is applying in a foreign language.

Some personnel people believe that the person who attaches little importance to his or her application blank and submits a sloppy inaccurate form may also show equally poor judgment in evaluating significant aspects of the job.

Purpose of an Application Blank

Filling out an application blank is equivalent to taking a test. The way in which the applicant handles the application is in some measure representative of his or her work habits. The application blank is used as a screening device. Most jobs require the ability to read with understanding and to follow instructions carefully. Many jobs require the ability to give information to others.

A great deal of information about a person's attitude and abilities may be obtained from his or her application blank. How does the candidate answer factual questons? Has he or she followed instructions? If asked to list the last job first, (in other words to reverse the chronological order) did he or she follow instructions? Were any items skipped? Has he or she skipped them because of carelessness in following specific details.

Attention to detail and neatness are important factors in many jobs. A job may require good reading ability. If the applicant is unable to give concise descriptions on the application blank, it may be thought that this weakness may carry over to similar job situations. Many jobs require knowing how to spell and how to use correct grammar. Are there any errors in spelling and grammar on the application blank? If so, this again may indicate lack of essential job skills.

The seasoned interviewer usually knows when items are omitted and why. The candidate may omit all mention of salary, with many reasons for doing so. It may be that the job for which applying is at a level inconsistent with present salary level. It may means that he or she is willing to furnish this information verbally but not to record it in writing. Other omissions may be significant to the person at the other side of the desk. Omission of dates is scanned with the utmost care. Personnel people are not overly concerned if a month or two work experience is out of line. An omission of a much longer period may mean you are hiding some act, illness or time period you would rather forget.

Of importance are your listings of education, special courses taken, in-service training, meetings attended and outside interests as well as membership and participation in professional organizations. These facts give personnel people an indication as to how you are keeping abreast of the trends in any field of endeavor.

Personnel consultants usually agree that job changing should decrease and time spent on the job increase as work experience grows. There is some wariness toward the individual with frequent job changes, with long unemployment periods between jobs, or with frequent job changes that do not show upward mobility. Such moves of course may be due to family illness or other factors. They do check such moves rather closely. On the other hand, do not be intimidated by the phrase "job-hopper," if your reasons have been supported by sound judgments.

Personnel consultants want to know whether the applicant is marching ahead, staying at the same level, or slipping. The duties of your job, taken in the framework of a concern may spell a great deal to the personnel person. They are not usually fooled by an empty but high sounding title. They usually know market trends. They have a good idea of local salary ranges in the area where the applicant is employed.

References are required more in government, banking and professional jobs than in some others. For any job, it is important that you be able to produce at least three or four references. If they are work references, make sure that your references are familiar with the requirements of the job for which you are applying. The names of former employers are very important.

Helpful hints in filling out an application blank

Physical appearance. Fill out the application blank neatly and accurately. Its appearance is important.

Answer all questions. Questions left unanswered become conspicuous by reason of their absence. Do not skip any question. "Not applicable" is preferred to an empty blank.

If possible, avoid hedging. Answer all questions as accurately as possible. This means not just being technically correct. It makes a big difference if the concern where you are the president happens to belong to your father or if the concern where you are public relations manager is owned by your uncle.

Use ink and print answers. Use ink in filling out an application blank unless otherwise specified. Make the form easy to read and if instructions so request, print your answers.

Follow instructions. If asked to list both jobs and education in reverse order with the most recent experience first, do so even if you are attaching your resume containing similar information. Watch out for the common mistake of citing your birth date as the date of your application form.

Give the required number of references. If the form asks for a certain number of job references, list that number.

Provide the requested information for all kinds of training. This holds true even though you don't see how certain types of training have any bearing on the job.

Telephone numbers. In addition to your own telephone number, it is good insurance to give additional telephone numbers where you may be reached. This is important strategy for people interested in part-time jobs. When they could not be reached by telephone, many candidates have lost out on jobs when an immediate decision had to be made.

State minimum acceptable salary if required. There are many job opportunities where you have to declare your minimum acceptable salary. This question should not be left unanswered. If hedging is necessary, write "open" or "negotiable."

Look the form over before you start. That way, you learn when different facts are to be asked. If you start out before knowing its organization you may end up placing material in the wrong place. For example, if the form has a separate place for in-service courses, you shouldn't list them in the education section.

The application form is a permanent record in most instances. Take great care in completing it and make a copy for yourself.

Practice makes perfect. This old saying is also appropriate in filling out application blanks. The more forms you fill out, the easier it is to fill them out.

Obtain some employer forms and practice the most effective method of summarizing your qualifications.

Self-Evaluation of your Application Blank

The impression you create is all important in filling out your application blank. Evaluate your own form. Consider each question to see whether you have answered it to the best of your ability.

Your neatly and accurately filled out application form tells your vocational history in terms your employer understands. Put your best foot forward.

A representative selection of application blanks follows. These are *not* hypothetical forms but the actual instruments used by major employers to provide the key information they require to make employment decisions.

These applications were selected to include a variety of industries and sizes of employers. Thanks are due to these employers who provided the applications used and to a number of other employers who submitted applications for consideration:

American University Staff Personnel Services

AMTRAK (National Railroad Passenger Corporation)

Datacrown, Inc.

International Business Machines Corporation (IBM)

Montgomery County Government

U.S. Office of Personnel Management (Standard form 171)

Washington Post (newspaper)

Today's date: ______

Date available to begin work ______

Please check appropriate boxes

☐ Initial employment with AU

☐ Re-Employment with AU

☐ Promotion/Transfer

Are you seeking

☐ Full-Time ☐ Part-Time

☐ Permanent ☐ Temporary

THE AMERICAN UNIVERSITY

Office of Staff Personnel Services
4451 Massachusetts Avenue, N.W. Washington, D.C. 20016

An Equal Opportunity Employer

It is the policy of The American University to provide equal opportunity for all qualified persons in the education programs and activities which the University operates. The American University is committed to promote in full measure the realization for equal opportunity for all qualified persons, regardless of race, creed, color, national origin, sex, age or handicap in its education programs and activities, including admissions and employment.

APPLICATION FOR EMPLOYMENT

Personnel Office Only

POSITION DESIRED

☐ Computer Services
☐ Fiscal Services
☐ General Administration
☐ Student Services
☐ Health/Athletics
☐ Public Relations
☐ Physical Plant

Specific vacancy ______

Minimum salary expected ______

Name: ______ (last / first / middle or maiden) Social Security Number: ______

Address: ______ (number and street / city / state / zip code)

Home Phone: ______ Business phone: ______ May we call you at work? ______

Name and phone number of local person who would take a message if we are otherwise unable to contact you:

______

EDUCATIONAL RECORD

	School name & address	Circle last grade completed	Major course	Did you graduate?	Degree or certificate
High school		1 2 3 4			
Colleges or Technical Schools		1 2 3 4			
Graduate School or other Special School		1 2 3 4			

Subjects liked best: ______ Least: ______

SUMMARY OF PAID JOB EXPERIENCE

______ years and ______ months as ______ (job title) ______ (hrs. per week)

______ years and ______ months as ______ (job title) ______ (hrs. per week)

______ years and ______ months as ______ (job title) ______ (hrs. per week)

______ years and ______ months as ______ (job title) ______ (hrs. per week)

______ years and ______ months as ______ (job title) ______ (hrs. per week)

SUMMARY OF VOLUNTEER JOB EXPERIENCE

______ years and ______ months as ______ (job title)

______ years and ______ months as ______ (job title)

______ years and ______ months as ______ (job title)

EMPLOYMENT RECORD

List *all* previous employment. Begin with your present (or last) employer and work back.

1.

Name of Employer		Address		Type of Business
Immediate Supervisor		Supervisor's Title and Telephone Number		
Title of your position				Reason for leaving:
Starting Date	Final Date	Starting Pay	Final Pay	Number of hours you worked per week:
Duties				

2.

Name of Employer		Address		Type of Business
Immediate Supervisor		Supervisor's Title and Telephone Number		
Title of your position				Reason for leaving:
Starting Date	Final Date	Starting Pay	Final Pay	Number of hours you worked per week:
Duties				

3.

Name of Employer		Address		Type of Business
Immediate Supervisor		Supervisor's Title and Telephone Number		
Title of your position				Reason for leaving:
Starting Date	Final Date	Starting Pay	Final Pay	Number of hours you worked per week:
Duties				

If additional space is required, please ask the receptionist for a continuation sheet.

GENERAL INFORMATION

If you are NOT a U.S. citizen, give visa status: ______________________ Does your visa permit full-time employment: ☐ yes ☐ no

Have you ever been suspended, discharged, or asked to resign from a job? If so, why? ______________

Have you ever been convicted of a crime, apart from traffic offenses? ________ If so, explain. ______________

____

Please explain any period of unemployment longer than 30 days: ______________________

Have your ever been employed by The American University: ____________ If so, give dates and department:

____

What source referred you to A.U. for employment (please be specific): ______________________

May we contact your present employer: ☐ yes ☐ no ☐ please call me first

MILITARY SERVICE INFORMATION

Branch of Service: ______________________________ Dates of Service: From ________ To ________

Duties: ____

____

SKILLS

Typing speed: ________ Shorthand speed & method: ________________ Keypunch speed: ________

Can you operate: Dictaphone ___ Mag card ___ MTST ___ Adding machine ___ Copy machines ___

Other machines? ____

Do you have: Language skills? ________________________ Bookkeeping skills? ____________

Other job skills? ____

Professional license or certificate: ____________ State of issue: ______ Expiration date ____________

Do you have a valid motor vehicle operators license? ______________________________

Please explain briefly why you are applying for employment with The American University. ____________

____

What are your immediate and long-range career goals? ______________________________

____

IF YOU ARE APPLYING FOR A *SPECIFIC* POSITION, please describe any particular skills and abilities which make you suitable for the position. Please refer to your employment record and published minimum qualifications for the position. ______________________________

____

____

Briefly list any educational or work experiences which indicate you have (indicate "NONE" where appropriate):

a) Interest in being of service to people ______________________________
b) Ability for written communication ______________________________
c) Aptitude for analytical work ______________________________
d) Aptitude for detail and figure work ______________________________
e) Ability for oral communication ______________________________
f) Ability to persuade, promote or sell ______________________________
g) Mechanical abilities ______________________________
h) Effective telephone manner ______________________________
i) Ability to work well with others ______________________________

NOTE: If you wish, you may submit a resume showing Honor Societies, awards, publications, or other business, professional, or volunteer activities as a supplement to the Application for Employment. However, you must provide any information requested under "Employment Record" which is not contained in your resume.

To the best of my knowledge the information on this application is correct and complete. I understand that any misrepresentation or ommission of material, or references unsatisfactory to the University, are sufficient cause for rejection of this appliction or termination of employment without notice. I authorize the University to make all necessary and appropriate investigation to verify the information contained herein, including contacting my past employers. I agree that all rules, regulations, etc. affecting employment at the University shall be made a part of any appointment to employment.

Date ________________ Signature of Applicant ______________________________

EXPERIENCE

DATE	POSITION	STATUS	NOTIFIED

Amtrak

Employment Application

DATE: ____________

Personal Information

PRINT NAME ____________

PRESENT ADDRESS ____________
HOUSE NUMBER & STREET ____ CITY ____ STATE ____ ZIP CODE ____

PERMANENT ADDRESS ____________
HOUSE NUMBER & STREET ____ CITY (if different than above) ____ STATE ____ ZIP CODE ____

PREVIOUS ADDRESS ____________
HOUSE NUMBER & STREET ____ CITY ____ STATE ____ ZIP CODE ____

HOME TEL. ____ (Area Code) ____ BUS. TEL. ____ (Area Code) ____ SOCIAL SEC. NO. ____

Number in Your Family (Include Self) ____ MARITAL STATUS ☐ M ☐ S ☐ Div ☐ Wid ☐ Sep.

Date of Birth: Mo. ____ Day ____ Year ____ Height: ____ Ft. ____ In. ____ Weight: ____ Lbs.

CITIZEN OF U.S.A.? ☐ YES ☐ NO * If you are not a U.S. citizen have you a legal right to remain permanently in the U.S.? ☐ YES ☐ NO

PLACE OF BIRTH: ____ PERMANENT VISA NO. ____

NOTIFY IN CASE OF EMERGENCY

NAME ____________
ADDRESS ____________
TELEPHONE NUMBER ____________
RELATIONSHIP ____________

Job Interest

POSITION DESIRED ____ WAGES EXPECTED $ ____

CAN YOU WORK ANY SHIFT?
HOURS PREFERRED: ____ DATE AVAILABLE ____

WERE YOU EVER EMPLOYED BY AMTRAK? IF YES, WHERE: ____
WHEN: ____

ARE YOU WILLING TO TRAVEL (AS MAY BE REQUIRED) IF EMPLOYED?
☐ YES ☐ NO (IF NO, EXPLAIN) ____________

WORK LOCATION LIMITATIONS, IF ANY (AND REASONS) ____________

Education

CIRCLE HIGHEST GRADE COMPLETED IN EACH SCHOOL CATEGORY

GRADE SCHOOL 1 2 3 4 5 6 7 8
HIGH SCHOOL 9 10 11 12
COLLEGE 1 2 3 4
GRAD SCHOOL 1 2 3 4

NAME	LOCATION	COURSE-DEGREE	CLASS STANDING	DATE GRAD.
GRADE SCHOOL				
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				

APPRENTICE, BUSINESS OR VOCATIONAL SCHOOL ____________

Most interesting school subjects ____________

Skills

Please check all that apply:

Typing ☐ wpm ____
Shorthand ☐ wpm ____
MT/ST ☐
Adding Machine ☐
Calculator ☐

Transcribing Machine ☐
Teletype ☐
PBX ☐
Keypunch ☐
Types Equip.: ____________

Computers ☐
Types Equip.: ____________
Computer Terminals ☐

Rail Equip. Skills: ____________

Current Driver's License ☐
State ____________
No. ____________

Employment History

Please list all employment starting with present or most recent employer. Also include relevant voluntary and/or part-time work experience. Use additional sheet if necessary.

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

Company and Address ____
Dates from ____ to ____. Your supervisor ____
Supervisor's telephone: area code ____ number ____
Your title ____ Salary: start ____ finish ____
Major duties ____
____
Reason for leaving ____

(1) What do you feel you can contribute to Amtrak and what career goals have you set for yourself?

(2) Hobbies and personal interests:

(3) Please name any Business, Professional or Fraternal Organizations (excluding labor unions or organizations of a religious, racial or foreign national character) to which you belong:

Please explain any periods of unemployment:

Have You Ever Been Convicted of a Felony?
☐ YES* ☐ NO
*If Yes, Explain Fully.

Military

BRANCH OF U.S. SERVICE	DATE ENTERED	DATE DISCHARGED	FINAL RANK	TYPE DISCHARGE

SERVICE SCHOOLS OR SPECIAL EXPERIENCE

Are you active in the National Guards or Military Reserves Yes ☐* No ☐

*____________________
Branch of Service

References

REFERENCES (Employers, Personal and School)

NAME	ADDRESS	OCCUPATION	PHONE No.

NAME RELATIVES OR FRIENDS EMPLOYED BY THIS COMPANY—EXPLAIN RELATIONSHIP

Pre-Employment Statement

Please read carefully. Pre-Employment Statement

I voluntarily give Amtrak the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. **Note:** In accordance with the FAIR CREDIT REPORTING ACT (Pre-Notification), this is to inform you that as part of our procedure for processing your application, an investigative report may be made whereby information is obtained through personal interviews with 3rd parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom you are acquainted.

I consent to take a pre-employment physical examination, if required, and such future physical examinations as may be required by the Company.

I agree that the entire contents of this application form, as well as the report of any such examination, may be used by the Company in whatever manner it may wish.

My employment may be terminated by the Company at any time without advance notice in compliance with existing policies or agreements, its only obligation being to pay wages or salary earned by me to date of termination. Without limitation, failure to abide by Company rules and regulations, failure to pass Company physical examination, and the falsification of any information given by me in this application will entitle the Company to terminate my employment.

Applicant's Signature____________________ Date__________

Send this completed application to

It is the policy of the National Railroad Passenger Corporation to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, religion, national origin, sex or age.

WE APPRECIATE YOUR INTEREST IN AMTRAK AND THE TIME YOU HAVE TAKEN TO PREPARE THIS APPLICATION.

DATACROWN INC.
12401 Columbia Pike
Silver Spring, Maryland 20904
(301) 622-5420

Application For Employment

(Please Print)

DATE ____________

POSITION(S) APPLIED FOR: ____________

____________ DATE AVAILABLE: ____________

HOW DID YOU LEARN ABOUT DATACROWN?

NEWSPAPER ____________ Name ____________ EMPLOYEE REFERRAL ____________ Name

RADIO STATION ____________ Station OTHER ____________ Be specific.

LEGAL NAME ____________

PREVIOUS NAME (For reference check purposes only) ____________

ADDRESS ____________

____

PHONE NO.

(Home) ____________

(Office) ____________

SOCIAL SECURITY # ____________

EDUCATION

	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRADUATE
School Name and Location			
Degree and Date Awarded			
Major Subject Area(s)			
Other Education/Training Include Seminars, Workshops and Continuing Education Courses			
Awards or Honors			

ADDITION INFORMATION WHICH MAY BE HELPFUL IN CONSIDERING YOUR APPLICATION.
(INCLUDE SPECIAL SKILLS)

____

____

CAREER OBJECTIVES

Briefly explain your reasons for seeking new employment.

Briefly explain your career objectives.

What is your salary expectation?

Will you be available for travel, if necessary? ☐ Yes ☐ No

Are you available to work:

☐ Full Time ☐ Part Time ☐ Shift Work

PERSONAL DATA

Do you have legal right to obtain employment in the U.S.? ☐ Yes ☐ No (Please explain)

"Temporary" Visa ☐ Yes ____________ (Type) ☐ No

Do you have any physical, mental, or medical impairment or disability that would limit your job performance for the position you are applying? ☐ No ☐ Yes (Please explain)

Do you speak, read or write any foreign languages? ☐ No ☐ Yes (Please List)

If you have had military service, did you receive an honorable discharge? ☐ Yes ☐ No
If no, please explain.

Do you know of any reason why you would not be granted security clearance? ☐ No ☐ Yes
If yes, please explain.

List professional, trade, business or civic activities and offices held. (Exclude groups which indicate race, color, religion, sex, or national origins.)

EXPERIENCE HISTORY – 1. PREVIOUS POSITION

NAME OF COMPANY		PERIOD EMPLOYED
ADDRESS		NUMBER OF STAFF SUPERVISED
NATURE OF COMPANY BUSINESS		NUMBER OF COMPANY EMPLOYEES
TITLE WHEN HIRED	REPORTED TO (Name, Title, and Phone)	STARTING SALARY / PRESENT OR FINAL SALARY
CURRENT OR LAST TITLE	REPORTED TO (Name, Title, and Phone)	

REASON FOR MAKING CHANGE IN EMPLOYMENT

RESPONSIBILITIES AND SPECIAL ACCOMPLISHMENTS

EXPLAIN ANY GAP IN EMPLOYMENT HERE:

EXPERIENCE HISTORY – 2. PREVIOUS POSITION

NAME OF COMPANY		PERIOD EMPLOYED
ADDRESS		NUMBER OF STAFF SUPERVISED
NATURE OF COMPANY BUSINESS		NUMBER OF COMPANY EMPLOYEES
TITLE WHEN HIRED	REPORTED TO (Name, Title, and Phone)	STARTING SALARY / FINAL SALARY
CURRENT OR LAST TITLE	REPORTED TO (Name, Title, and Phone)	

REASON FOR MAKING CHANGE IN EMPLOYMENT

RESPONSIBILITIES AND SPECIAL ACCOMPLISHMENTS

EXPLAIN ANY GAP IN EMPLOYMENT HERE:

EXPERIENCE HISTORY – 3. PREVIOUS POSITION

NAME OF COMPANY		PERIOD EMPLOYED
ADDRESS		NUMBER OF STAFF SUPERVISED
NATURE OF COMPANY BUSINESS		NUMBER OF COMPANY EMPLOYEES
TITLE WHEN HIRED	REPORTED TO (Name, Title, and Phone)	STARTING SALARY / FINAL SALARY
CURRENT OR LAST TITLE	REPORTED TO (Name, Title, and Phone)	

REASON FOR MAKING CHANGE IN EMPLOYMENT

RESPONSIBILITIES AND SPECIAL ACCOMPLISHMENTS

EXPLAIN ANY GAP IN EMPLOYMENT HERE:

REFERENCES

May inquire at will ☐ Check with candidate before inquiring ☐

NAME	ADDRESS AND BUSINESS PHONE	NATURE OF ASSOCIATION
Business references 1.		
2.		
Character references 1.		
2.		

Thank you for your interest in Datacrown Inc. As a service oriented organization, we have a commitment to our clients to seek and employ the best qualified personnel for all positions within our organization. Datacrown Inc. considers qualified applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or handicap.

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED $100.

SIGNATURE OF APPLICANT ______________________ DATE ____________

Public Law 91-508 requires that we advise you that a routine investigation may be made whereby information is obtained through personal interviews with your neighbors, friends or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living. You have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

In submitting this application, I understand that making a false statement(s), withholding information, or presently or hereafter, failing to meet Company standards for a physical examination or a background check will disqualify me for employment or cause my subsequent dismissal.

I authorize the Company to make a thorough background investigation, including the personal information mentioned above and all statements on this applicaion.

If employed by Datacrown Inc., I will fulfill any duties allotted to me to the best of my ability, and I will observe the rules of the Company. I agree that neither during the term of my employment nor at any time thereafter will I divulge any inventions, secrets, discoveries or any other information that has been acquired during my employment concerning the affairs of the employer or any other person or corporation, all of which I will treat with the strictest confidence. I agree that all inventions and discoveries relating to the business of the employer shall be the property of and be held by me in trust for the employer.

SIGNATURE OF APPLICANT ______________________ DATE ____________

AN EQUAL OPPORTUNITY EMPLOYER/M/F

IBM

IBM Confidential

Application for Employment

The Law Prohibits Discrimination Because of Age, Sex, Religion, Race, Color, and National Origin and Requires Affirmative Action in the Hiring of the Handicapped and Veterans.

A Description of IBM's Affirmative Action Programs Is Available at IBM Facilities During Normal Business Hours.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment as thoroughly as possible. We will review your qualifications and will make every effort to reach a decision, based solely on merit, as quickly as possible. The information you provide will be considered confidential and will be afforded the same protection as IBM's confidential material.

IBM Is An Equal Opportunity Employer

Personal Data

Please Print in Dark Ink or Type

Name Last First Middle Initial

Present Address Street

Permanent Address * Street

City State Zip Code

City State Zip Code

Telephone Area Code Number

Telephone Area Code Number

* Leave blank if same as present address

Your Job Requirements

Type of Work Desired

Work Location Desired

Salary Desired $ Per

If you were asked to consider employment at another IBM location, do you have a geographic preference? ☐ Yes ☐ No ☐ Would not consider another location

If Yes, please specify 1.______ 2.______

The following conditions may be required at some point in a job assignment. If required, would you be willing to work:

a. Shift Work? ☐ Yes ☐ No

b. Overtime Work? ☐ Yes ☐ No

c. Rotational Work Schedule? ☐ Yes ☐ No

d. Work Schedule Other than Monday through Friday? ☐ Yes ☐ No

When could you be available to begin work?

Check appropriate box for type of employment

☐ Regular ☐ Part-Time ☐ Temporary ☐ Summer ☐ Cooperative Education

ZM04-3099-27 U/M 100 (04/79)

Employment Experience

Please list your job history for the past *ten years* (or last *five* employers). *Start with your present status* and note any periods in which you were not employed.

Include U.S. military service (show rank/rate at discharge *but not* type of discharge), previous IBM experience, summer/part-time jobs, and cooperative education assignments.

Company Name and Address	Dates Employed Month Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
Name	From	Starting $ Per		
Address	To	Final $ Per		
Name	From	Starting $ Per		
Address	To	Final $ Per		
Name	From	Starting $ Per		
Address	To	Final $ Per		
Name	From	Starting $ Per		
Address	To	Final $ Per		
Name	From	Starting $ Per		
Address	To	Final $ Per		

Do you have any objections to our contacting your present employer to verify the above?

☐ No, you may contact anytime. Area Code Number

☐ Do not contact now; you may contact at a later date. (Please specify: eg, after acceptance of offer or a specific date if appropriate)

Education and Training

Please complete all appropriate items.

Type of School	Name and Address of School	Dates Attended From Mo/Yr	To Mo/Yr	Graduated Yes	No	Type of Degree, Diploma or Certificate and Major/Minor Fields of Study	Academic Standing Grade Average out of Base (eg 3.2/4.0)	Class Quartile
High School (Last Attended)								
All Vocational Schools, Technical Institutes and Junior Colleges								
All Colleges or Universities								
Other Training. Include Military Schools and Equivalency Diplomas								

Academic Achievements and Activities:
Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant.

(You may exclude all information indicative of age, sex, race, religion, color, national origin, and handicap.)

Complete if applicable.

Thesis or Significant Research

Advisor

Outline Research Approach

Papers/Books Published

Patents Issued

General Information

Please check if you are

☐ 18 or under (indicate age________) ☐ 70 or over

US Veteran ☐ No ☐ Yes (Indicate Date of Separation)________

US Citizen ☐ Yes ☐ No

If No, indicate Type of Visa ________
and
Alien Registration No ________

Have you ever ☐ been employed by ☐ previously applied to IBM, IBM World Trade Corporation, or Science Research Associates, Inc.? If so please check appropriate box and specify location(s) and date(s).

If you wish to indicate that you were referred to IBM by any of the following, please specify:

Employment Advertisement (Name of Publication)

Employment Agency: (Name of Agency)

Other (eg, State Employment Service, Placement Office, etc.)

Do you have any commitments to another employer or organization which might affect your employment with us?

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc.

Security Data Sheet

This portion of your application will be detached if you are hired by IBM and will not become a part of your permanent employment record

Name Last First Middle Initial

Have you been convicted of a crime within the last five years? ☐ Yes ☐ No

If Yes, please briefly describe the circumstances of your conviction, indicating the date, nature, and place of the offense and disposition of the case. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense.

Do Not Include arrests without convictions, convictions adjudged "youthful offender," or convictions for drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace.

Signature of Applicant

Date

Please read the following statements carefully; they constitute the conditions under which you might be employed by IBM.

1 The information that I have provided on this application is accurate to the best of my knowledge and subject to validation by IBM.

2 I authorize the persons, schools, current employer (if approved by me in the Employment Experience section) and other organizations or employers named in this application to provide IBM with any relevant information that may be required to arrive at an employment decision.

3 I understand and agree that:

- a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from IBM employment.
- b) Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.
- c) A medical examination and signed release statements, as stipulated by the company, are required. (Results will be held in confidence by IBM's Medical Department except where release of such information is required by law. Also, when certain medical restrictions relate to an individual's ability to perform a job or series of jobs, those work restrictions will be communicated to Personnel or Management.)
- d) If employed, I shall sign the Employee Confidential Information and Invention Agreement, in which I will agree not to divulge to IBM any confidential information I have gained through non-IBM previous employment and to protect IBM's confidential information. (This agreement also sets forth the conditions under which IBM is assigned the entire right, title, and interest of certain inventions or ideas developed while in IBM's employ.)
- e) If United States Government security clearance is required after employment, I shall make application for same.

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED $100.

Signature of Applicant ____________________

Date ____________________

CENTRAL EMPLOYMENT OFFICE
IBM Corporation
1801 K St., N.W.,
Washington, D. C. 20006

If you have any concerns regarding the employment consideration you receive from the IBM Corporation, you are welcome to correspond with the Personnel or Branch Manager at the IBM facility where you were considered.

Personnel Use Only
CMU

Montgomery County Government

Personnel Office

100 Maryland Avenue, Room 330/Rockville, Maryland 20850/(301) 279-1262/TTY 279-1091 (Hearing Impaired)

EMPLOYMENT APPLICATION

It is the policy and practice of Montgomery County to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, sex, marital status, age, or handicap. Each applicant appointed to a merit system position must meet all the requirements of that position. Such requirements may include successful completion of a verbal or written examination, a medical examination, and a confidential investigation, as well as the submission of certain documents.

Please type or print all answers in ink.

POSITION DESIRED ______________ MINIMUM ACCEPTABLE SALARY $______

DEPT/DIVISION ______________

DATE AVAILABLE ______ AVAILABLE FOR: Full-Time ___ Part-Time ___ Temporary ___

PERSONAL DATA

NAME ______ Last ______ First ______ Middle ______ Maiden SOCIAL SECURITY NUMBER ______

ADDRESS ______ Number and Street ______ City ______ State ______ Zip Code

DATE OF BIRTH ______ TELEPHONE NUMBERS: HOME ______ OFFICE ______

To be completed by Public Safety applicants only (Police, Fire, Corrections, Sheriff):

U.S. CITIZEN ☐ Yes ☐ No HEIGHT ___ ft. ___ in. WEIGHT ___ lbs. PLACE OF BIRTH ______ City ______ State

Please complete the following to assist us in the collection of statistics required for our Affirmative Action Plan and in complying with Equal Employment Opportunity Commission reporting requirements:

EEO Race Category:

Caucasian	Black	Asian	Hispanic	Native American (Amer. Indian, Eskimo, Aleut)

Sex: ☐ Male ☐ Female

The Rehabilitation Act of 1973 enables us to give you the opportunity to voluntarily and confidentially identify yourself as handicapped and to indicate the nature of such handicap in connection with our positive actions to employ handicapped persons.

Handicapped? ___ Yes If so, nature of handicap ______________

AN EEO/AFFIRMATIVE ACTION EMPLOYER
M/F
HANDICAPPED ARE ENCOURAGED TO APPLY

REV. 10/79

EDUCATION AND TRAINING

Circle Highest Grade Completed:
1 2 3 4 5 6 7 8 9 10 11 12

Did you Graduate? ☐ Yes ☐ No
Date ______________

High School Equivalency Test:
Date Passed ______________
State Awarded ______________

TYPE OF SCHOOL	SCHOOL NAME CITY & STATE	TYPE OF DIPLOMA OR DEGREE AWARDED	NUMBER OF CREDITS	MAJOR FIELD	DATES ATTENDED From	To
LAST HIGH SCHOOL ATTENDED						
COLLEGES ATTENDED						

OTHER (Military, Trade, Business, Secretarial, etc.)

SPECIAL QUALIFICATIONS (Include active technical/professional licenses and numbers, academic or professional awards, Bar Membership, etc.):

Foreign Languages Spoken or Read:

Skills:
Typing ______ wpm Shorthand ______ wpm

Other Equipment Operated ______________

TO BE COMPLETED BY APPLICANTS APPLYING FOR POSITIONS WHICH REQUIRE DRIVING:

Do you possess a valid motor vehicle operator's license. Yes ☐ No ☐

If your answer is yes, please state jurisdiction in which license was issued. ______________

Expiration Date: ______________ Type: ______________

GENERAL INFORMATION

Affirmative responses to the following questions will not automatically exclude you from employment consideration.

Have you ever been dismissed or asked to resign from any position? Yes ☐ No ☐ If yes, please explain.

Have you ever been convicted of an offense in an adult court? Yes ☐ No ☐ If yes, please explain.

AN EQUAL OPPORTUNITY EMPLOYER
M/F/HANDICAPPED

EMPLOYMENT HISTORY

Instructions:

PLEASE PROVIDE A COMPLETE EMPLOYMENT HISTORY, LISTING ALL POSITIONS HELD, INCLUDING MILITARY, PART-TIME, SUMMER, AND VOLUNTEER, USING ADDITIONAL SHEETS IF NECESSARY. IF SUBMITTING A RESUME, COMPLETE ALL INFORMATION EXCEPT "JOB TITLE AND DUTIES."

PRESENT OR MOST RECENT POSITION:

EMPLOYER NAME

ADDRESS

Dates of Employment
Month/Year
From To

Salary
Starting $
Present $

Avg. Hrs. Per Week

TELEPHONE

NAME AND TITLE OF SUPERVISOR

REASON FOR LEAVING

NO. & KIND OF EMPLOYEES SUPERVISED

JOB TITLE AND DUTIES

FORMER POSITIONS:

EMPLOYER NAME

ADDRESS

Dates of Employment
Month/Year
From To

Salary
Starting $
Final $

Avg. Hrs. Per Week

TELEPHONE

NAME AND TITLE OF SUPERVISOR

REASON FOR LEAVING

NO. & KIND OF EMPLOYEES SUPERVISED

JOB TITLE AND DUTIES

EMPLOYER NAME

ADDRESS

Dates of Employment
Month/Year
From To

Salary
Starting $
Final $

Avg. Hrs. Per Week

TELEPHONE

NAME AND TITLE OF SUPERVISOR

REASON FOR LEAVING

NO. & KIND OF EMPLOYEES SUPERVISED

JOB TITLE AND DUTIES

AN EQUAL OPPORTUNITY EMPLOYER
M/F/HANDICAPPED

EMPLOYMENT HISTORY CONTINUED

EMPLOYER NAME ADDRESS	Dates of Employment Month/Year From To	Salary Starting $ Final $	Avg. Hrs. Per Week

TELEPHONE ( ) NAME AND TITLE OF SUPERVISOR

REASON FOR LEAVING

NO. & KIND OF EMPLOYEES SUPERVISED

JOB TITLE AND DUTIES

MISCELLANEOUS

Have you ever been an applicant or an employee of the Montgomery County Government? ☐ Yes ☐ No

If Applicant: Date of Application

Position Applied For

If Employee: Dates of Employment

From To

Position Title

Please indicate the source from which you learned of this position:

Please list below any additional information you consider pertinent to your application for employment (including school honors, organization memberships, unique skills, etc.)

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED $100.00."

NOTE: ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE, ON THE FOLLOWING SPACE ____________________ . FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION.

In order to preclude a delay in the processing of your application, please be sure you have signed and dated the form below and that you have answered every question clearly and completely.

I, the undersigned, certify that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that, should any statement I have made prove to be false, misleading or erroneous, it may result in the rejection of my application or in my discharge from the County service. In submitting this application, I further understand that it becomes the property of Montgomery County and will not be returned.

Signature of Applicant *Date Signed*

We thank you for making application for employment with Montgomery County.

AN EQUAL OPPORTUNITY EMPLOYER
M/F/HANDICAPPED

Standard Form 171

Application for Federal Employment

(Formerly Personal Qualifications Statement)

Read the Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**
- TYPE OR PRINT CLEARLY IN DARK INK. If you need more space for an answer, continue in item **47** on page 4 or use a sheet of paper the same size as this page. On **each** sheet write your name, Social Security Number, and the announcement number or job title. Attach all sheets to this application at the top of page **3**.
- If you do not answer **all** questions fully and correctly, you may delay our review of your application and lose job opportunities.
- Unless we ask for additional material in the announcement or qualification information, **do not attach** any **materials**, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any **materials** you attach which we did not ask for may be removed from your application and will **not** be returned to you.
- We suggest that you **keep a copy of this application** for your use. If you plan to make copies of your application, we suggest you leave items **1, 2, 48** and **49** blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- **If you are applying for a specific Federal civil service examination** (whether or not a written test is required):
  - —Read the announcement and other material provided. Make sure that your work experience and/or education meet the qualifications described.
  - —Make sure that you are allowed to apply at this time. Civil service examinations may be closed to receipt of new applications for specific types of jobs, grade levels, and/or geographic locations. Follow any directions on "How to Apply".
  - —If a written test is required, follow the instructions on your admission card (for example: "Bring a completed SF171 to the test").
  - —If a written test is **not** required, mail this application to the address in the announcement.
  - —Include all forms required by the announcement.
- **If you are applying for a specific vacancy in a Federal agency:**
  - —Study the vacancy announcement to make sure that you meet the qualifications for the job **and** are allowed to apply. Some jobs are limited to people who work for the Federal Government, have worked for the Federal Government in the past, or have an application on file with the Office of Personnel Management.
  - —Mail this application to the **address** in the vacancy announcement.
  - —Include all forms that **are** required by the announcement.
- If you change your address, notify all offices that have your application. Always include your Social Security Number.

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify **based** on education alone, **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**
- Under **Description of Work,** write a **clear** and **brief, but complete** description of your **major** duties and responsibilities for each job. Include any supervisory duties, special **assignments,** and your accomplishments in the job. We may verify your description with your former employers.
- If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.
- Write in each experience block your name at that time, if it is different from the name you currently use. Show your former name in parentheses on the first line under **Description of Work.**

Veteran Preference (Item 22)

- DO NOT LEAVE **22** blank. If you do **not** claim veteran preference, place an "X" in box number 1, "NO PREFERENCE";
- You **cannot** receive veteran preference if you are retired, or plan to retire, at or above the rank of major or lieutenant commander, **unless** you have a service-connected disability (see "10-POINT PREFERENCE" below).
- Some Vietnam Era and disabled veterans qualify for special hiring programs. More information is available from any Federal Job Information Center.
- **5-POINT PREFERENCE.** If you claim 5-point preference you must have:
  - —Received an honorable or general discharge *(a clemency discharge does **not** meet the requirements of the Veteran Preference Act)*; **and**
  - —Served on active duty anytime between December 7, 1941, and July 1, 1955; **or**
  - —Served more than 180 consecutive days of active duty, any part of which was after January 31, 1955, and before October 15, 1976 *(do **not** count active duty for training under the "6-month" Reserve or National Guard programs)*; **or**
  - —Served in a military action for which you received or were entitled to receive a Campaign Badge or Expeditionary Medal. Write the names of your Campaign Badges and Expeditionary Medals in **47**.

  If you claim 5-point preference place an "X" in box number **2**, "5-POINT PREFERENCE".
- **10-POINT PREFERENCE.** If you claim 10-point preference you must meet the requirements for **one** of the groups below, as described in the Standard Form 15, Application for 10-Point Veteran Preference (SF-15). The SF-15 is available by mail from any Federal Job Information Center.
  - —Non-Compensably Disabled or Purple Heart Recipient;
  - —Compensably Disabled (less than 30%);
  - —Compensably Disabled (30% or more);
  - —Spouse, Widow(er), or Mother of a deceased or disabled veteran.

  If you claim 10-point preference, place an "X" in the box that applies to you (**3** or **4** or **5** or **6**). ATTACH A COMPLETED SF-15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF-15.

Privacy Act Statement

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you.

Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request.

DETACH THIS PAGE • NOTE ADDITIONAL WORK EXPERIENCE BLOCKS ON BACK

Standard Form 171-A—Continuation Sheet for SF 171

Form Approved.
OMB No. 3206-0012

• Attach all SF 171-A's to your application at the top of page 3.

1. Name (Last, First, Middle)	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS IF NEEDED

☐

Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month and year) From To	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State

Exact title of your job	Your immediate supervisor Name	Area Code	Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military): list series, grade or rank, and the date of your last promotion			Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

☐

Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month and year) From To	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State

Exact title of your job	Your immediate supervisor Name	Area Code	Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military): list series, grade or rank, and the date of your last promotion			Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
PREVIOUS EDITION USABLE NSN 7540-00-935-7157 [illegible]

Standard Form 171-A (Rev. [illegible])
Office of Personnel Management
FPM Chapter 295

Application for Federal Employment—SF 171

Read the instructions before you complete this application. ***Type or print clearly in dark ink.***

Form Approved:
OMB No. 3206-0012

GENERAL INFORMATION

1 What kind of job are you applying for? *Give title and announcement number (if any)*

2 If the announcement lists several job titles, which jobs are you applying for?

3 Social Security Number

4 Birth date *(Month, Day, Year)*

5 Name *(Last, First, Middle)*

Street address or RFD number *(include apartment number, if any)*

City

State

ZIP Code

6 Other names ever used

7 Sex *(for statistical use)*
☐ Male ☐ Female

8 Home Phone
Area Code | Number

9 Work Phone
Area Code | Number | Ext.

10 Were you ever employed as a civilian by the Federal Government? If "NO", go to 11. If "YES", mark each type of job you held with an "X"

☐ Temporary ☐ Career-Conditional ☐ Career ☐ Excepted

What is your highest grade, classification series and job title?

Dates at highest grade: FROM TO

11 Do you have any applications for Federal employment on file with the U.S. Office of Personnel Management? If "NO", mark here ☐ and go to 12. If "YES", write below and continue in 47 the information for each application: (a) the name of the office that has your application; (b) the title of the job; (c) the date of your Notice of Results; and (d) your rating.

AVAILABILITY

12 When can you start work? *(Month and Year)*

13 What is the lowest pay you will accept?

Pay $__________ per __________ OR Grade _____

		YES	NO
14 Are you willing to work:			
	A. In the Washington, D.C., metropolitan area?		
	B. Outside the 50 United States?		
	C. Any place in the United States?		
	D. Only in *(list the location(s))*		
15 Are you willing to work:	A. 40 hours per week (full-time)?		
	B. 25-32 hours per week (part-time?)		
	C. 17-24 hours per week (part-time)?		
	D. 16 or fewer hours per week (part-time)?		
	E. In an intermittent job (on-call/seasonal)?		
	F. Weekends, shifts, or rotating shifts?		
16 Are you willing to take a temporary job lasting:	A. 5 to 12 months (sometimes longer)?		
	B. 1 to 4 months?		
	C. Less than 1 month?		
17 Are you willing to travel away from home for:	A. 1 to 5 nights each month?		
	B. 6 to 10 nights each month?		
	C. 11 or more nights each month?		

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Material
☐ Submitted
☐ Returned

Entered register:

Notations:

Form reviewed:
Form approved:

Option	Grade	Earned Rating	Preference	Aug. Rating
			☐ 5 Points (Tent.)	
			☐ 10 Pts. (30% Or More Comp. Dis.	
			☐ 10 Pts. Less Than 30% Comp. Dis.	
			☐ Other 10 Points	
			☐ Disallowed	

Initials and Date

☐ Being Investigated

ANNOUNCEMENT NO.

APPLICATION NO.

FOR USE OF APPOINTING OFFICER ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ *10-Point—30% or More Compensable Disability* ☐ *10-Point—Less Than 30% Compensable Disability* ☐ *10-Point—Other*

Signature and Title

Agency

Date

MILITARY SERVICE AND VETERAN PREFERENCE

	YES	NO
18 Have you served on active duty in the United States Military Service? *If your only active duty was training in the Reserves or National Guard, answer "NO".* If "NO", go to 22.		
19 Were you honorably discharged from the military service? *If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".* If "NO", explain in 47.		
20 Did you or will you retire at or above the rank of major or lieutenant commander?		

21 List the dates, branch, and serial number for all active duty service.

FROM	TO	BRANCH OF SERVICE	SERIAL NUMBER

22 Place an "X" in the box next to your Veteran Preference claim. Mark only one box. *See the instructions for eligibility information.*

- **1** NO PREFERENCE
- **2** 5-POINT PREFERENCE—You must show proof when you are hired.
- 10-POINT PREFERENCE—If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center. ATTACH THE COMPLETED SF 15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF 15.
- **3** Non-compensably disabled or Purple Heart recipient.
- **4** Compensably disabled (less than 30%).
- **5** Spouse, widow(er), or mother.
- **6** Compensably disabled (30% or more).

Standard Form 171 (Rev. 3/84)
Office of Personnel Management
FPM Chapter 295

WORK EXPERIENCE *If you have no work experience, write NONE in A below and go to 25 on page 3*

23 May we ask your present employer about your character, qualifications and work record? A "NO" will not affect our review of your qualifications. *If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first*....................

YES	NO

24 READ WORK EXPERIENCE ON THE INSTRUCTION PAGE BEFORE YOU BEGIN

- Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years.
- You may sum up in one block work that you did more than 10 years ago. But, if that work is related to the type of job you are applying for, describe each related job in a separate block.
- If you were unemployed for longer than 3 months, list the dates and your address(es) at that time in 47. Do not list unemployment that was more than 10 years ago.
- INCLUDE VOLUNTEER WORK *(non-paid work)*—If the work *(or a part of the work)* is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.
- INCLUDE MILITARY SERVICE—You should complete all parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block.
- IF YOU NEED MORE EXPERIENCE BLOCKS OR MORE SPACE TO DESCRIBE A JOB—For more blocks, use the SF 171-A or sheets of paper the same size as this page (be sure to include all information we ask for in A or B below). On each sheet show your name, Social Security Number, and the announcement number or job title.
For more space continue in 47 or on a sheet of paper as described above.
- IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above.

A

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State
Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervise(d)
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment *(civilian or military)*, list: series, grade or rank, and the date of your last promotion	Your reason for wanting to leave

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

[illegible]

B

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State
Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment *(civilian or military)*, list: series, grade or rank, and the date of your last promotion	Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

[illegible]

FOR MORE EXPERIENCE BLOCKS SEE SF 171-A ON BACK OF INSTRUCTION PAGE

ATTACH ANY ADDITIONAL FORMS AND SHEETS HERE

EDUCATION

25 Did you graduate from high school? *If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".*

YES ☐ If "YES", give month and year of graduation: ____________

NO ☐ If "NO", give the highest grade you completed: ____________

26 Write the name and location *(city and state)* of the last high school you attended

27 Have you ever attended college or graduate school? YES ☐ If "YES", continue with 28. NO ☐ If "NO", go to 31.

28 NAME AND LOCATION *(city, state and ZIP code)* OF COLLEGE OR UNIVERSITY. *If you expect to graduate within nine months, give the month and year you expect to receive your degree.*

	MONTH AND YEAR ATTENDED		NO. OF CREDITS COMPLETED		TYPE OF DEGREE *(e.g. B.A., M.A.)*	YEAR OF DEGREE
	From	To	Semester Hours OR Quarter Hours			
1)						
2)						
3)						

29

CHIEF UNDERGRADUATE SUBJECTS *Show major on the first line*	NO. OF CREDITS COMPLETED	
	Semester Hours OR Quarter Hours	
1)		
2)		
3)		

30

CHIEF GRADUATE SUBJECTS *Show major on the first line*	NO. OF CREDITS COMPLETED	
	Semester Hours OR Quarter Hours	
1)		
2)		
3)		

31 Have you completed any other courses or training related to the kind of jobs you are applying for *(for example, trade, vocational, Armed Forces, or business)?* YES ☐ If "YES", give the information requested below. *(More courses?—Use a sheet of paper)* NO ☐ If "NO", go to 32.

	MONTH AND YEAR TRAINING COMPLETED	TOTAL CLASSROOM HOURS	SUBJECT(S)	NAME AND LOCATION OF SCHOOL *(City, state, and ZIP code, if known)*	CERTIFICATE, DIPLOMA, etc. *(if any)*
1)					
2)					
3)					

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

33 How many words per minute can you:

TYPE?	TAKE DICTATION?

Agencies may test your skills before hiring you.

34 List job-related licenses or certificates that you have, such as: *registered nurse; lawyer; radio operator; driver's; pilot's, etc.*

	LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY
1)			
2)			

35 Do you speak or read a language other than English *(include sign language)?* *Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.* YES ☐ If "YES", list each language and place an "X" in each column that applies to you. NO ☐ If "NO", go to 36.

	LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
		Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)									
2)									

36 List any honors, awards, or fellowships you have received. For each, give the year it was received.

REFERENCES

37 List three people who are not related to you and who know your qualifications and fitness for the kind of job(s) for which you are applying. Do not list supervisors you listed under 24.

	FULL NAME OF REFERENCE	PRESENT BUSINESS OR HOME ADDRESS *(Number, street, city, state, and ZIP code)*	TELEPHONE NUMBER(S) *(Include area code)*	BUSINESS OR OCCUPATION
1)				
2)				
3)				

BACKGROUND INFORMATION — You must answer each question in this section before we can process your application.

Place an "X" in the proper column for each question below. YES NO

38 Are you a citizen of the United States? If "NO", write the country or countries you are a citizen of: ______ ☐ ☐

Important note about questions 39 through 44: We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

39 During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? If "YES", use 47 to write for each job: *a) the name of the employer; b) the approximate date you left the job, and c) the reason(s) why you left.....* ☐ ☐

When answering questions 40 through 44 you may omit: 1) traffic fines of $100.00 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under Federal or State law.

40 Have you ever been convicted of or forfeited collateral for any felony?.................. ☐ ☐

A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.

41 Have you ever been convicted of or forfeited collateral for any firearms or explosives violation?.................. ☐ ☐

42 During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 40 or 41 above.................. ☐ ☐

43 Are you now under charges for any violation of law?.................. ☐ ☐

44 Have you ever been convicted by a court-martial? If no military service, answer "NO".................. ☐ ☐

IF YOU ANSWERED "YES" TO 40, 41, 42, 43, or 44, GIVE DETAILS IN 47. For each violation write the: *1) date; 2) charge; 3) place; 4) court; and 5) action taken.*

45 Do any of your relatives work for the United States Government or the United States Armed Forces? Include: *father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister*.................. ☐ ☐

If "YES", use 47 to write for each of these relatives, their: *a) name; b) relationship; c) department, agency, or branch of the Armed Forces.*

46 Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?.................. ☐ ☐

ADDITIONAL SPACE FOR ANSWERS

47 Write the number to which each answer applies. If you need more space, use sheets of paper the same size as this page. On each sheet write your name, Social Security Number, and the announcement number or job title. Attach all additional sheets at the top of page 3.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).
- I understand that any information I give may be investigated as allowed by law or Presidential order.
- I consent to the release of information about my ability and fitness for Federal employment by employers, schools, *law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.*
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE *(Sign each application in dark ink)*

49 DATE SIGNED *(Month, day, year)*

☆ U.S. Government Printing Office: [illegible]

The Washington Post

1150 Fifteenth Street, N.W.
Washington, D.C. 20071

For Office Use Only

APPLICATION AND PERSONAL HISTORY STATEMENT

The Washington Post Is An Equal Opportunity/Affirmative Action Employer

TYPE OR PRINT

DATE ______________________

Name ______________________ (Last) ______________________ (First) ______________________ (Middle)

Address ______________________ (No. and Street) ______________________ (City and State) ______________________ (Zip) ______________________ (Area Code) (Telephone)

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? ☐ YES ☐ NO

AGE: UNDER 18? ☐ YES ☐ NO SOCIAL SECURITY NO. ______________________ VISA NO. ______________________

HOW WERE YOU REFERRED TO THE WASHINGTON POST? ______________________

HAVE YOU EVER APPLIED BEFORE TO THE POST? ☐ NO ☐ YES WHEN? ______________________

DO YOU HAVE ANY RELATIVES INCLUDING IN-LAWS NOW EMPLOYED BY THE POST COMPANY? ☐ NO ☐ YES

POSITIONS FOR WHICH I QUALIFY (in order of preference)

1. ______________________ 2. ______________________ 3. ______________________

PREFERRED SCHEDULE: ☐ Full Time ☐ Part Time If part time, what hours? ______________________

DATE YOU COULD REPORT ______________________ SALARY DESIRED ______________________

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATIONS OF LAW OTHER THAN A PARKING VIOLATION? ☐ NO ☐ YES

STATE LOCATION AND TYPE OF COURT, NATURE OF OFFENSE AND DISPOSITION OF CASE. ______________________

____

EDUCATION

Circle Highest Grade Completed 1 2 3 4 5 6 (Elementary) 7 8 9 (Jr. High) 10 11 12 (High School) 1 2 3 4 (College)

	Name & Location	Dates Attended	Grade Average	Major	Degree Received	Graduation Date
High School (Last Attended)		FROM TO				
University or College		FROM TO				
Post Graduate		FROM TO				
Other (Trade, Business, Technical, Etc.)		FROM TO				

MILITARY SERVICE

ARE YOU A VETERAN OF THE ARMED FORCES OF THE UNITED STATES? ☐YES ☐NO?

Branch of service ______________________________

Entry date ____________________ **Separation date** ____________________

EMPLOYMENT HISTORY

INSTRUCTIONS:
- a) Give a complete record of ALL past employment, INCLUDING MILITARY.
- b) Begin with your present (or last) position and work back.
- c) Account for all major periods of unemployment.
- d) Attach additional sheets if necessary. If attached, check here. ☐

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1. **From** ____________, 19____ to ____________, 19____

Employer (firm name) ______________________________

Address ______________________________
(No. and Street) (City and State) (Area Code and Telephone)

Supervisor's Name ____________________ **Supervisor's Title** ____________________

Type of Business ____________________ **Starting Salary** __________ **Final Salary** __________

Job Title ____________________ **Duties** (Describe exactly what you did) ____________________

Reason for leaving ______________________________

What did you like about this job? ______________________________

What did you dislike about this job? ______________________________

For Office Use Only

2. **From** ____________, 19____ to ____________, 19____

Employer (firm name) ______________________________

Address ______________________________
(No. and Street) (City and State) (Area Code and Telephone)

Supervisor's Name ____________________ **Supervisor's Title** ____________________

Type of Business ____________________ **Starting Salary** __________ **Final Salary** __________

Job Title ____________________ **Duties** (Describe exactly what you did) ____________________

Reason for leaving ______________________________

What did you like about this job? ______________________________

What did you dislike about this job? ______________________________

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3. From ____________, 19___ to ____________, 19___

Employer (firm name) ____________

Address ____________
(No. and Street) (City and State) (Area Code and Telephone)

Supervisor's Name ____________ **Supervisor's Title** ____________

Type of Business ____________ **Starting Salary** ____________ **Final Salary** ____________

Job Title ____________ **Duties** (Describe exactly what you did) ____________

Reason for leaving ____________

What did you like about this job? ____________

What did you dislike about this job? ____________

For Office Use Only

4. From ____________, 19___ to ____________, 19___

Employer (firm name) ____________

Address ____________
(No. and Street) (City and State) (Area Code and Telephone)

Supervisor's Name ____________ **Supervisor's Title** ____________

Type of Business ____________ **Starting Salary** ____________ **Final Salary** ____________

Job Title ____________ **Duties** (Describe exactly what you did) ____________

Reason for leaving ____________

What did you like about this job? ____________

What did you dislike about this job? ____________

PLEASE TURN TO PAGE -4-.

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PERSONAL REFERENCES

Please list 2 persons of good standing, who have known you for 2 years, but not relatives or persons listed previously, whom we may consult as references.

1. ______ Name ______ Home Address ______ (Telephone)

______ Occupation ______ Name of Business & Address ______ (Telephone)

2. ______ Name ______ Home Address ______ (Telephone)

______ Occupation ______ Name of Business & Address ______ (Telephone)

PHYSICAL

WHAT IS THE CONDITION OF YOUR HEALTH? ______

DO YOU HAVE ANY PHYSICAL LIMITATIONS WHICH MIGHT BE RELEVANT TO YOUR ABILITY TO PERFORM IN THE POSITION FOR WHICH YOU ARE APPLYING? IF YES, EXPLAIN ______

WOULD YOU TAKE A PHYSICAL EXAMINATION BY A DOCTOR DESIGNATED BY THE POST? ☐ YES ☐ NO

OTHER QUALIFICATIONS

INDICATE ABILITY IN USE OF THE FOLLOWING:

☐ Transcribing Machine (Indicate type) ______

☐ Calculating Machine (Indicate type) ______

☐ Keypunch (Strokes per hour) ______

☐ Other Skills ______

☐ Teletype (wpm) ______

☐ Typewriter (wpm) ______

☐ Shorthand or Speedwriting (wpm) ______

Use this space to explain or comment on any section of the application or to describe any special training or experience which qualifies you for the work you wish to do: ______

CERTIFICATION

I hereby certify that the information contained in this statement is complete and correct to the best of my knowledge and belief and I understand that any false statement made on this application will be cause for my discharge from The Washington Post. I authorize The Washington Post to confirm any information provided by me and to contact my former employers for references.

Signature of Applicant ______ Date ______

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